



Upper Dublin Public Library
805 Loch Alsh Avenue
Fort Washington, PA 19034
215-628-8744
upperdublinlibrary.org

EMPLOYEE EXIT CHECKLIST FOR VOLUNTARY TERMINATION

EMPLOYEE INFORMATION	
Name:	Departure Date:
Position Held:	Manager:
ACTIONS	
<input type="checkbox"/> Request Signed Resignation Letter	
<input type="checkbox"/> Notify UDT HR	
<ul style="list-style-type: none">• Determine last day, collect final timesheet• Calculate Final Payroll, Vacation• Remove from Payroll upon Employee's Departure• Complete Status Change Form	
<input type="checkbox"/> Conduct Exit Interview	
<input type="checkbox"/> Gather Library Property	
<ul style="list-style-type: none">• Laptop, any related electronic equipment• Badges (Notify Township)• Keys• Change passwords, if applicable• Forward / Delete Voice Mail and Email• Inform MCLINC to eliminate user• Change patron registration; remove fine free eligibility	
REMOVE EMPLOYEE NAME	
<input type="checkbox"/> Distribution Lists	
<input type="checkbox"/> Telephone Lists	
<input type="checkbox"/> Email Distribution Lists	
<input type="checkbox"/> UDPL Positions Staff List	
INFORM APPROPRIATE INDIVIDUALS	
<input type="checkbox"/> UDPL Staff	
<input type="checkbox"/> Library and Friends Boards, if applicable	
<input type="checkbox"/> UDT Staff, if applicable	
<input type="checkbox"/> Related Vendors, Business Contacts	