

Leaving SF State – Employee Checklist

This checklist provides the steps to take as you prepare to leave SF State.

- Prepare a **written resignation** for your manager or administrative officer.
- Discuss with your manager how your work will be transitioned.
- Discuss how phone, voicemail and email should be handled. Create an appropriate voicemail and email auto-responder.
- Review outstanding Travel/Pro card reimbursements. Ensure outstanding travel expenses have been entered in Concur.
- If your manager does not schedule an in-person exit interview and you would like one, contact **Human Resources**.
- Review your [SF State Benefits](#), including information about COBRA.
- Access to your [SF State Gateway](#) will end after your termination date. Be sure to update your home address and print pay stubs and your W-2 before that date, if desired.
 - Contact the **HR/Payroll Service Center** for future address changes and/or W-2s.
- Return the following Institute property to your manager:
 - SF State ID/building access (proxy) card
 - Keys (office, file cabinets, etc.)
 - Files (paper and electronic)
 - Computer hardware (laptop, computer accessories, etc.)
 - Computer software (check with your local IT person to ensure SF State software is removed on any computer you own)
 - SF State-owned cell phones
 - Travel/Pro cards
 - SF State parking sticker/hang tag
 - Uniforms and personal protective equipment, if any
 - SF State Library books
- Other SF State property: _____