



## Exit checklist for employees who leave their employment - ABE

### Return

- All keys and access cards to the person in charge at the department
- Computer and mobile phone (do not forget to include the SIM card code/PIN code)
- Any computer equipment in the home
- Borrowed books

### Please bear in mind to

- Clear draft documents and archive/distribute current documents. See the [intranet](#) for more info.
- Close open cases in W3D3.
- Clear/export home directory from computer.
- Delete the photo on your profile page (if applicable)
- Empty any cabinets and leave the cabinet keys.
- Clear lab space/desk. Do not leave food in the refrigerator or freezer.
- End the Eurocard FUP card by notifying Eurocard
- KTH e-mail address will be terminated within one month after the termination of employment, save and archive documents and hand over to your successor. *Note! Doctoral students' KTH accounts are retained until the degree has been completed, and thereafter for a transition period covering the current semester and one additional semester, before the account is closed.*
- Approve any invoices before the last day of employment.
- Report any matters in KTH-HR before the last day of employment
- Download and save your payslips if you want access to them after the end of the employment
- Notify the department's administration your address for any forwarding of mail

### Credentials /Certificates

You can request a certificate without a review, or a rating certificate with a review. With a shorter employment period than 6 months, rated reviews are usually not written. Employer's certificate to send to the unemployment insurance fund (*A-kassan*) is issued by the KTH payroll office, [lonefunktionen@kth.se](mailto:lonefunktionen@kth.se)

### Exit interview

If you wish, you can be offered an exit interview before you leave. In that case, please contact the HR generalist

or your immediate manager, depending on whom you prefer to speak with. During the exit interview, you will have the opportunity to discuss KTH as an employer, for example in relation to leadership, personnel policies, and professional development.