



## 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.
- Approve any invoices before the last day of employment.
- Report any matters in the self-report system 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

You will be offered an exit interview held by an HR officer or a manager. The goal is to get as sincere views as possible on leadership, staff policy, skills development, etc.