Exit checklist for employees who leave their employment - ABE

### *Staff administrators use a checklist for staff administrators / managers, see* [*intranet*](https://intra.kth.se/abe/verksamhetsstod/personal/anstallning-avslut/anstallnings-upphorande-1.624056)

**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](https://intra.kth.se/administration/dokument) 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 salary specifications 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 requested by the payroll office, [lon@abe.kth.se](mailto:lon@abe.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.