

CHECKLIST FOR PROCESSING AN EMPLOYEE SEPARATION

Item	Employee	Supervisor	UITS HR
Provide advanced written notice of intent to leave. See Voluntary resignation requirements.	<input type="checkbox"/> Give to Supervisor with cc to Carolyn and Laurie.	<input type="checkbox"/> Acknowledge employee's letter, forward original resignation letter to ITS HR.	<input type="checkbox"/> Forward to Payroll with Employee Separation Form.
University/Dept property & tools.	<input type="checkbox"/> Return to Supervisor	<input type="checkbox"/> Collect from employee	
Keys – all building, equipment and vehicle keys. Access to Pfizer badge (if applicable)	<input type="checkbox"/> Return to Supervisor <input type="checkbox"/>	<input type="checkbox"/> Collect from employee <input type="checkbox"/>	<input type="checkbox"/> Double check this has been done – See notes section of database
ProCard	<input type="checkbox"/> Return to supervisor	<input type="checkbox"/> Contact Purchasing	
Office Equipment should remain. Desktop computer should be left intact at desk for retrieval by User Services.	<input type="checkbox"/> Do not remove items or distribute to others.	<input type="checkbox"/> Do not remove items or distribute to others.	<input type="checkbox"/> Contact User Services/ Telecom for list, provide employee separation date.
Laptop, iPad, Cell phone	<input type="checkbox"/> Bring to exit interview.		<input type="checkbox"/> Collect from employee
Office supplies, desk and work area	<input type="checkbox"/> Remove personal items, tidy area and dispose of trash.		<input type="checkbox"/> Notify Kristy Hughes that space has been vacated.
University books and other materials on loan	<input type="checkbox"/> Return all loaned items to source.		
Files and work assignments	<input type="checkbox"/> Discuss all outstanding assignments with supervisor and return any work related files.	<input type="checkbox"/> Reassign work including Footprints tickets and distribute files appropriately.	
Final timecard	<input type="checkbox"/> Complete final timecard; give to supervisor or if possible process in Core-CT.	<input type="checkbox"/> Process final timecard in Core-CT.	
Forwarding address	<input type="checkbox"/> Verify forwarding address with ITS HR.		<input type="checkbox"/> Provide to Business Office for last check.
Exit Interview – Bring this checklist with you. You will not return to work at the conclusion of the exit interview.	<input type="checkbox"/> Bring laptop, cellphone, badge, parking hang tag and proximity card(s). Bring list of account accesses.	<input type="checkbox"/> Verify that all necessary action items have been accomplished before employee's exit interview. Employee will not return to office.	<input type="checkbox"/> Collect all outstanding items. Collect list of account accesses. Give employee Ethics Statement.