Appendix A: Employee Separation Procedures and Guidelines

Separation Checklist

**University Property**

Computer\_\_\_\_\_ Cell phone \_\_\_\_\_ Pager \_\_\_\_\_ Tablet \_\_\_\_\_

Software\_\_\_\_\_ Tools \_\_\_\_\_ Manuals \_\_\_\_\_

Uniform \_\_\_\_\_\_ Library books/materials \_\_\_\_\_

Research equipment, data/databases \_\_\_\_\_

Purchasing card \_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Access Codes & Keys**

Security/alarm codes/keys \_\_\_\_\_

Office keys \_\_\_\_\_ Desk keys \_\_\_\_\_ Filing cabinet/furniture keys \_\_\_\_\_

Building access codes/keys \_\_\_\_\_

Departmental parking placard/key(s) \_\_\_\_\_

**Computer & Phone Access**

Unsubscribe from email distribution and list serves by notifying list serve owners \_\_\_\_\_

If moderator for list serves, reassign that control \_\_\_\_\_

Notify IS of separation for account access removal \_\_\_\_\_

Notify SAP Team Lead for account access restriction \_\_\_\_\_

Modify workflow routing \_\_\_\_\_

Change shared pass codes \_\_\_\_\_

Remove files from hard drive & server \_\_\_\_\_

Remove secondary security access \_\_\_\_\_

Update PeopleSoft (MavLINK) system access \_\_\_\_\_

Update ESS/Firefly system access \_\_\_\_\_

Clear voice mail password \_\_\_\_\_ Purge messages \_\_\_\_\_

Review contents on network directories \_\_\_\_\_

Revise and remove as delegate on electronic calendar \_\_\_\_\_

**Miscellaneous Office Issues to Address**

Reassign duties and/or projects in process \_\_\_\_\_

Determine location/access to all work related files \_\_\_\_\_

Reassign access to account(s) \_\_\_\_\_

Cancel Signature authority \_\_\_\_\_

Complete Change of Address form \_\_\_\_\_

Remove mail box/slot \_\_\_\_\_

Update departmental phone lists \_\_\_\_\_

Update employee databases \_\_\_\_\_

Update building or floor directories \_\_\_\_\_

All personal items are removed from work area \_\_\_\_\_

Submit employee’s final time record to Payroll \_\_\_\_\_

Confirm accurate transfer of any research accounts to another unit or institution \_\_\_\_\_

Reconcile account & collect procurement card \_\_\_\_\_

Employee Proximity Card Access is removed \_\_\_\_\_