

University General Division (Campus)
Employment Separation/Department Transfer Checklist
for Supervisors

(Use this checklist for faculty, staff and administrative employee separations and department transfers.
Retain the checklist in the department for your records.)

Note to Supervisor: ChpTteFhpse (aTJEBC2re Tr 4nBT/TT043Td(:)TETQ1renBBT/TT01f37Td()TETQ1ren7nB

Notifications

For voluntary separation or retirement:

- _____ Verbal notice given by employee
- _____ Written notice given by employee
- _____ Written acceptance delivered to employee

For other separation:

- _____
- _____

_____ If necessary, contact Human Resources, Campus Police or the Health System Division Security Department for assistance in escorting employee from building.

USA Computer Software/Hardware Security and Access and Telephones

Note: Under no circumstances should University business-related files be deleted from University computers or servers.

- _____ Employee Separation DocRoute Form completed within 24-hours of receiving notification of the separation or transfer. (For assistance, please contact Human Resources.)
- _____ Ensure the removal of all personal/non-essential software from computers.
- _____ Identify location and access to all computerized information/saved files.
- _____ Change passwords on applicable systems/computers to which the employee has had general access.

USA Property

- _____ Computers, laptops, accessories.
- _____ University issued uniforms.
- _____ University issued equipment, tools, supplies and materials.
- _____ Books, journals, literature, CDs, DVDs, etc.
- _____ Library materials.
- _____ Any other USA-owned items in possession of employee.

HR/Financial/Payroll Issues

- _____ Direct employee to contact Human Resources Office.
- _____ Prepare and process final separation Personnel Action Form.
- _____ Reconcile any outstanding payroll issues with the employee to include final timesheet and leave balances, as applicable.
- _____ As applicable, ensure all financial accounts, including travel expense and petty cash transactions, are reconciled.

Work Status Update

- _____ Meet with the employee to discuss the status and transition of job duties and current and/or pending projects.

University Research

As applicable, ensure the employee has been cleared by and executed all applicable agreements with the Office of the Vice President for Research and Economic Development regarding:

- _____ Grants and contracts
- _____ Patents
- _____ Inventions
- _____ Special government security clearances