



Employee Separation Checklist

Name: _____ Supervisor: _____

Department: _____ Last Day: _____

This checklist is to be completed by the employee and returned to his/her supervisor prior to last day.

Yes N/A YOUR OFFICE

Completed required job responsibilities prior to departure or has arranged to have them completed on his/her behalf.

Prepared and delivered a summary of ongoing projects/tasks.

Placed workrelated print documents in secure area.

Notified committees, project teams, etc. of interleave.

Returned building, office, desk, vehicle, and other keys.

Returned parking permit(s).

Returned miscellaneous office equipment supplies.

Returned other University property (e.g., library materials, tools, uniforms, etc.).

Removed personal items from office or work area.

Yes

JaneSupervisor@depauw.edu (765-658-####.)

Set up email forwarding (<http://goo.gl/Y6JrIY>) or created email filters (<http://goo.gl/gsx94S>) as directed by supervisor.

Transferred ownership of Google App materials:

Recurring events or meetings (<http://goo.gl/5RjvcZ>) scheduled after my departure date.

Individually created calendar (<http://goo.gl/U26dS4>) shared with others.

Files and folders (<http://goo.gl/FR0aVv>) in Google Drive.

Transferred workrelated electronic materials from personal Box (username) drive, smart phone, cloud storage, or other electronic sources to a location specified by supervisor.

I: drive folders I currently have access to _____

Box folders I currently have access to _____

Provided a list of access codes to computer(s) via email.

Returned all technology equipment (e.g., laptop, computer, flash drives, cell phone, and other electronic devices).

Provided a list of work-

Yes N/A TASKS TO COMPLETE FOR BUSINESS OFFICE

Budget account(s) (i.e., digit business unit number) I currently have access

Reconciled or paid any outstanding invoices, expense reimbursements, and DePauw Commercial Card(s). Unreconciled commercial card balances may be added to your w2 as taxable income pursuant to IRS rules <https://www.irs.gov/pub/irs-pdf/p5137.pdf> and University Policy: <https://www.depauw.edu/offices/financial-administration/policies-and-procedures/procurement-and-payments/travel-policy/>

Returned DePauw Commercial Card(s).

Settled outstanding University fines, such as parking, library, or other unsettled accounts (e.g., rent, etc.)

Consulted with Auxiliary Services regarding move-out process for rental property.

Yes N/A TASKS TO COMPLETE FOR ACADEMIC LIFE

Notified Ben Hogan in Academic Life to disable my access to Student Success Collaborative

Yes N/A TASKS TO COMPLETE FOR YOUR SUPERVISORY RESPONSIBILITIES

Organized staff files for supervisor successor.

Arranged interim reporting structure for staff members including time approval.

Verified appropriate notifications have been completed.

Yes N/A TASKS TO COMPLETE FOR HUMAN RESOURCES

Provided a signed letter of resignation to supervisor.

Completed the online Employee Exit Survey (<http://goo.gl/tA1TDj>).

Verified home address is up-to-date for tax reporting purposes in Payroll's ADP portal (<http://goo.gl/JbwSPN>).

Saved ADP portal login information (e.g., web address, username, and password) in place.

Review Separation From Employment Procedures Policy (<https://www.depauw.edu/handbooks/employee/separation/>)

If you have questions, please contact Human Resources at 765.658.4181

EMPLOYEE FORWARDING INFORMATION

Personal Address: _____

Personal Email: _____ Personal Phone: _____

Employee Signature: _____ Date: _____

Supervisor Signature _____ Date: _____

A copy of this completed form should be forwarded to Human Resources for the employee's permanent file.