# Employee Separation or Transfer Checklist

**Employee Name:** ______________________________________________________

**Supervisor:** _________________________________________________________

## At First Notice of Departure:

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- Obtain a resignation letter or email from the employee.
- Check the employee’s notice period required (e.g. 2 or 4 weeks).
- Provide the employee a written acceptance of the resignation.

## On Employee’s Final Day:

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- Supervisor is encouraged to conduct a brief, informal exit interview.
- Collect all University Property, including UID card, keys, computers, laptops, tablets, mobile devices, pagers, tools, or equipment.
- Confirm with employee that all University licensed software on personally owned devices has been uninstalled.
- Confirm with employee that all electronic files containing University data from personally owned computers, mobile devices, cloud storage, and storage media (flash drives, etc.) have been migrated and deleted.
- If the employee has a Purchasing Card, the employee or supervisor completes the “Pcard Update Form – Account Closure” and submits to the Purchasing Department.
- Ensure the employee returns his/her parking pass to Commuter Services.
- Ask the employee to make sure his/her mailing address is correct in CIS.

## After Employee’s Last Day:

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- Deactivate access to University buildings.
- Deactivate access to any departmental software programs which allow remote access and/or shared drives.
- Contact department webmaster to ensure references to employee are removed from web content.
- Send request to HR to grant access to employee’s email, if necessary.
Once employee’s voicemails have been responded to, contact the Campus Help Desk at 1-4000 option 2 to reset the voicemail’s PIN.

Initiate appropriate termination ePAF which will end access to Kronos, PeopleAdmin, and to anything in CIS but the Self-Service tools. The employee is also removed from the online directory.

If an hourly employee has Comp Time that is owed, enter that time (CTP) onto the Kronos timecard.

If the employee managed others, update all direct reports’ “supervisor” field in PeopleSoft to the new or interim supervisor by submitting an “Edit ePAF.”

**Health Sciences Only:** Notify the Credentialing Department of any providers exiting the University.