

**EMPLOYEE SEPARATION CHECKLIST**

Employee Name

(Please Print) \_\_\_\_\_

Department \_\_\_\_\_

Date of Separation \_\_\_\_\_

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This form must be completed and turned in to the Office of Human resources before 5:00 p.m. of the day of your separation date.

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Please have the appropriate personnel in the following offices initial your checklist.

\_\_\_\_\_ **Department Head/Supervisor**

Employee has completed and submitted final timesheet (if applicable) and has returned any University owned property or materials (such as textbooks, electronic equipment, uniforms, etc.)

\_\_\_\_\_ **Business Office (Admin Bldg-2nd floor)** - Employee has no outstanding balance or has been informed of outstanding balance

\_\_\_\_\_ **Purchasing (Admin Bldg-2nd floor)** - Employee has returned Purchasing (P-card) if applicable.

\_\_\_\_\_ **Office of Safety and Security (Bus Tech Bldg-1st Floor)** - All keys have been returned

\_\_\_\_\_ **Instructional Technologies(LRC 105)** – verification all checked out technology is returned.

\_\_\_\_\_ **HR (AD210)** Parking Permit and Emp I.D. have been returned and update address

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date