

STAFF SEPARATION CHECKLIST

This checklist is a tool to assist supervisors in completing the final steps of an employee's separation from the university. Prior to separation, the following checklist should be completed by the supervisor and signed by the employee.
If you have any questions, please call Employment Services @ 774-2010.

Employee's Name:	Campus ID#:	
Supervisor's Name:	Date:	

Employee (check or initial all that apply)

Benefits Continuation	employee will receive a letter from Benefits & Wellness regarding eligibility of benefit continuation.
Campus ID/ Key Fobs	employee should turn in their "Staff" campus ID card. They may keep any "Student" campus ID cards they have. <i>Note: Supervisor may cut up "Staff" ID card & destroy. Timeclock key fobs may be reused/reissued by department. HR notifies the Campus ID office to deactivate the employee's identification card.</i>
CMU Equipment	employee should return any equipment/property they were issued (i.e. computer equipment, cell phone, network cards, thumb drives, manuals, files, tools, etc.).
Credit Cards/ Petty Cash	employee should turn in any/all CMU Business credit cards, telephone card, etc. <i>Note: Supervisor should notify appropriate department of employee's separation (i.e. Acct Svcs).</i>
E-mail	employee should place an "Out of Office" message indicating they are no longer with CMU and indicate who individuals should contact for assistance. <i>Note: E-mail will remain active up to one (1) year unless employee is terminated by the University. Employees with active student or alumni status should notify the OIT Help Desk at 774-3662 to change their e-mail status.</i>
Keys	employee should return any keys they have been issued (building, office, vehicle, etc.). <i>Note: Supervisor should notify appropriate security administrator if employee has access to a building access system.</i>
Outstanding CMU Accounts	employee should verify if they have any outstanding CMU accounts such as tuition reimbursement, bookstore charges, parking tickets, etc. <i>Note: If there are outstanding accounts, Supervisor should notify appropriate department of employee's separation.</i>
Parking Permit	employees separating between September and January should contact Parking Services to see if they are eligible for any reimbursement related to their parking permit.
Paycheck	employee will be issued their final paycheck on the next scheduled pay date including payoff of all eligible personal/vacation/comp hours. <i>Note: employees may see a paycheck deduction if they used more personal time than they were eligible for at time of separation.</i>
Personal Items/ Documents	employee should remove any personal items/documents prior to their separation. If you have your personal cellphone through Telecom Connect you will need to make arrangements for final billing. <i>(Students, alumni and emeriti are still eligible for service through Telecom Connect).</i>
Uniforms	employee should return any uniforms they have been issued.
Voicemail	employee should deactivate their voicemail and/or forward their telephone to a designated contact person or department switchboard.
CentralLink My Account	print W2 and/or update forwarding address (important to receive W2 next year). Unsubscribe personal contact information from Central Alert.

I acknowledge that all University Property has been returned.	Employee Signature:	
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Supervisor (check or initial all that apply)

Separation Transaction	as soon as you are made aware of the employee separating, please complete a personnel transaction and attach a copy of the letter of resignation to the separation transaction.
Equipment Inventory	verify what equipment/property the employee has been issued to insure it is returned prior to separation.
Performance Review	complete employee performance review for current fiscal year.
Systems Security	verify what systems the employee has security access to. This will be beneficial for requesting security access for new/replacement staff & ensuring security access is cancelled for separating employee. <i>Note: HR notifies OIT of separations to terminate computer access including SAP.</i>
Desk Manual/ Pending Projects	identify if the employee has a Desk/Procedure Manual and any pending/outstanding projects that require attention.
Separation Checklist	meet with employee prior to separation to go over this checklist and return property.
Department Personnel File	return the department's personnel file to Employment Services, Rowe 109 for inclusion in the employee's official personnel file.

I verify that all University property has been returned and the appropriate departments have been notified.	Supervisor Signature:	
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