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	employee will receive a letter from Benefits & Wellness regarding eligibility of benefit continuation.
	Campus ID	employee should turn in their "Staff" campus ID card. They may keep any "Student" campus ID cards they have. *Note: Supervisor may cut up "Staff" ID card & destroy. HR notifies the Campus ID office to deactivate the employee's identification card.*
	Cell Phone	if you have your personal cellphone through Telecom Connect you will need to make arrangements for final billing. *(Students, alumni and emeriti are still eligible for service through Telecom Connect).*
	Central Alert	unsubscribe personal contact information from Central Alert.
	CMU Equipment	employee should return any equipment/property they were issued (i.e. computer, cell phone, etc.)
	Credit Cards	employee should turn in any/all CMU Business credit cards, telephone card, etc. *Note: Supervisor should notify appropriate department of employee's separation (i.e. Acct Srvcs).*
	Email	employee should place an "Out of Office" message indicating they are no longer with CMU and indicate who individuals should contact for assistance. *Note: Email 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 email status.*
	Keys	employee should return any keys they have been issued (building, office, vehicle, etc.). *Note: Supervisor should notify appropriate security administrator to cancel electronic building access.*
	Outstanding CMU Accounts	employee should verify if they have any outstanding CMU accounts such as tuition reimbursement, bookstore charges, parking tickets, etc. *Note: If there are outstanding accounts, Supervisor should notify appropriate department of employee's separation.*
	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. *Note: employees may see a paycheck deduction if they used more personal time than they were eligible for at time of separation.*
	Personal Items	employee should remove any personal items/documents prior to their separation.
	Uniforms	employee should return any uniforms they have been issued.
	Virgin Pulse	your Virgin Pulse account will end on your last day of employment. You will have 30 calendar days to redeem your earned cash rewards.
	Voicemail	employee should deactivate their voicemail and/or forward their telephone to a designated contact person or department switchboard.
	W2 & 1095-C	print W2/1095-C and/or update forwarding address *(important to receive W2 next year)*.
I acknowledge that all University Property has been returned.	Employee Signature:	

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.
	Desk Manual/ Pending Projects	identify if the employee has a Desk/Procedure Manual and any pending/outstanding projects that require attention.
	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. (*You can simply indicate "Employee Separated" and submit).*
	Systems Security	verify what systems the employee has security access to including HIPAA sensitive systems access. This will be beneficial for requesting security access for new/replacement staff & ensuring security access is cancelled for separating employee. Social media account administrators should transfer security access prior to separating. **Initiate** a [Helpdesk Ticket for OIT Offboarding](#) *(terminate security access, remove personal files, etc.)*
	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:	

Return completed checklist to Employment Services, Rowe 109 or emplsvcs@cmich.edu   Revised 04/21