



DEPAUW UNIVERSITY 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 their last day.

Yes	N/A	YOUR OFFICE
<input type="checkbox"/>	<input type="checkbox"/>	Completed required job responsibilities prior to departure or has arranged to have them completed on his/her behalf.
<input type="checkbox"/>	<input type="checkbox"/>	Prepared and delivered a summary of ongoing projects and tasks.
<input type="checkbox"/>	<input type="checkbox"/>	Placed work-related print documents in a secure area.
<input type="checkbox"/>	<input type="checkbox"/>	Notified committees, project teams, etc. of intent to leave.
<input type="checkbox"/>	<input type="checkbox"/>	Returned building, office, desk, vehicle, and other keys.
<input type="checkbox"/>	<input type="checkbox"/>	Returned parking permit(s).
<input type="checkbox"/>	<input type="checkbox"/>	Returned miscellaneous office equipment and supplies.
<input type="checkbox"/>	<input type="checkbox"/>	Returned other University property (e.g., library materials, tools, uniforms, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Removed personal items from office or work area.

Yes	N/A	YOUR IT ACCOUNTS AND TECHNOLOGY
<input type="checkbox"/>	<input type="checkbox"/>	Returned DePauw ID card and dependent ID card(s).

Modified Google Apps Mail account:

- Set up an automatic email response (<http://goo.gl/n2qMGT>) with relevant information. (Example: Joe Employee is no longer with the University. Questions or requests may be directed to JaneSupervisor@depauw.edu or 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 Apps materials:

- Recurring events or meetings (<http://goo.gl/5RjvcZ>) scheduled after my departure date.
- Individually created calendars (<http://goo.gl/U26dS4>) shared with others.
- Files and folders (<http://goo.gl/FR0aVy>) in Google Drive.
- Transferred work-related electronic materials from personal Box (p-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: _____
- Returned Special Print/Copy Card(s) including the username and password to access each account.
- Provided a list of access codes to computer(s) and voicemail.
- Returned all technology equipment (e.g., laptop, computer, flash drives, cell phone, and other electronic devices).

- Provided a list of work-related special email accounts, websites, social media sites, email distribution lists, software, or resources including the username and password to access each account.

Yes	N/A	TASKS TO COMPLETE FOR BUSINESS OFFICE
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- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Budget account(s) (i.e., 9-digit business unit number) I currently have access to: |
| | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 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/finance-administration/policies-and-procedures/procurement-and-payments/travel-policy/ |
| <input type="checkbox"/> | <input type="checkbox"/> | Returned DePauw Commercial Card(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Settled outstanding University fines, such as parking, library, or other unsettled accounts (e.g., rent, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Consulted with Auxiliary Services regarding move-out process for rental property. |

Yes	N/A	TASKS TO COMPLETE FOR YOUR SUPERVISORY RESPONSIBILITIES
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- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Organized staff files for supervisory successor. |
| <input type="checkbox"/> | <input type="checkbox"/> | Arranged interim reporting structure for staff members including time card approval. |
| <input type="checkbox"/> | <input type="checkbox"/> | Verified appropriate notifications have been completed. |

Yes	N/A	TASKS TO COMPLETE FOR HUMAN RESOURCES
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- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Complete the Resignation process in Workday. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed the online Employee Exit Survey (http://goo.gl/tA1TDj). |
| <input type="checkbox"/> | <input type="checkbox"/> | Verified home address is up-to-date for tax reporting purposes in Workday. |
| <input type="checkbox"/> | <input type="checkbox"/> | Review Separation From Employment Procedures Policy (https://www.depauw.edu/handbooks/employee-guide/separation/) |
| <input type="checkbox"/> | <input type="checkbox"/> | 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.