



**DEPAUW UNIVERSITY EMPLOYEE TRANSFER CHECKLIST**

Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_ Last day with department: \_\_\_\_\_

*This checklist is to be completed by the employee and returned to his/her supervisor prior to the last day with the department.*

**YOUR OFFICE**

Yes N/A

- Completed required job responsibilities prior to transfer or has arranged to have them completed on his/her behalf.
- Prepared and delivered a summary of ongoing projects and tasks.
- Placed work-related print documents in a secure area.
- Notified committees, project teams, etc. of intent to change positions.
- Returned appropriate building, office, desk, vehicle, and other keys.
- Returned miscellaneous office equipment and supplies.
- Returned appropriate University property (e.g., tools, uniforms, etc.).
- Removed personal items from former office or work area.

**YOUR IT ACCOUNTS AND TECHNOLOGY**

Yes N/A

- Transferred ownership of Google Apps materials:
  - Recurring events or meetings (<http://goo.gl/5RjvcZ>) scheduled after my transfer 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 appropriate 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.

**TASKS TO COMPLETE FOR BUSINESS OFFICE**

Yes N/A

- Budget account(s) I currently have access to (Supervisor should ensure that account access is ended for previous position): \_\_\_\_\_
- Reconciled or paid any outstanding invoices, expense reimbursements, and DePauw Commercial Card(s).

Returned DePauw Commercial Card(s).

**TASKS TO COMPLETE FOR YOUR SUPERVISORY RESPONSIBILITIES**

Yes N/A

- Organized staff files for supervisory successor.
- Arranged interim reporting structure for staff members including time card approval.
- Verified appropriate notifications have been completed.

**SIGNATURES**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*A copy of this completed form should be uploaded as part of the transfer employee process in Workday, contact HR for assistance at X4181.*