



**DEPAUW UNIVERSITY RETIRING EMPLOYEE SEPARATION 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 my departure or I have arranged to have them completed on my behalf.
- Prepared and delivered a summary of ongoing projects and tasks to my supervisor.
- Placed work-related print documents in a secure area.
- Notified committees, project teams, etc. of intent to leave.
- Returned building, office, desk, vehicle, and other keys to my supervisor.
- Returned miscellaneous office equipment, tools, uniforms, supplies, etc. to my supervisor.
- Returned other University property to Library or any other area.
- Removed personal items from office or work area.

**YOUR IT ACCOUNTS AND TECHNOLOGY**

Yes N/A

- Exchanged current DePauw ID at HelpDesk for a new retiree ID.
- DePauw Google Account will remain active during retirement. Optional:
  - Set up an automatic email response (<http://goo.gl/n2qMGT>) with relevant information. (Example: XXXXXX has retired from the University. Questions or requests may be directed to XXXXXX@depauw.edu or 765-658-####.)
  - Set up email forwarding (<http://goo.gl/Y6JrIY>) or create 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 network (P:) drive, smart phone, cloud storage, or other
- I: drive folders I currently have access to (\*Supervisor communicates access changes to HelpDesk@depauw.edu): \_\_\_\_\_
- Box folders I currently have access to (\*Supervisor communicates access changes to HelpDesk@depauw.edu): \_\_\_\_\_
- Returned Special Print/Copy Card(s) including the username and password to access each account to my supervisor.
- Provided a list of access codes to computer(s) and voicemail to my supervisor.
- Returned all technology equipment (e.g., laptop, computer, flash drives, cell phone, and other electronic devices) to my supervisor.
- 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 to my supervisor.

**TASKS TO COMPLETE FOR BUSINESS OFFICE**

Yes N/A

- Budget account(s) I currently have access to (\*Access will end upon separation): \_\_\_\_\_
- Reconciled or paid any outstanding invoices, expense reimbursements, and DePauw Commercial Card(s).
- Returned DePauw Commercial Card(s).
- Settled outstanding University fines, such as parking, library, or other unsettled accounts (e.g., rent, etc.)
- Consulted with Auxiliary Services regarding move-out process for rental property.

**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.

**TASKS TO COMPLETE FOR HUMAN RESOURCES**

Yes N/A

- Provided a signed letter of Intent to Retire through the Resignation Process in Workday.
- Completed the online Employee Exit Survey (<http://goo.gl/tA1TDj>) OR met with Human Resources to do an Exit Interview.
- Verified home address is up-to-date for tax reporting purposes in Workday.
- Saved Workday login information (e.g., web address, username, and password) in a secure place.
- Completed Retirement Benefit Checklist (<https://www.depauw.edu/offices/human-resources/retirees/>).

**EMPLOYEE FORWARDING INFORMATION**

Personal address: \_\_\_\_\_

Personal email: \_\_\_\_\_ Personal Phone: \_\_\_\_\_

**SIGNATURES**

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

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

*A copy of this completed form along with the employee ID and parking permit should be uploaded in Workday as part of the Resignation/Termination Process.*