

 **DEPAUW UNIVERSITY 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 departure 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 leave.
- Returned building, office, desk, vehicle, and other keys.
- Returned parking permit(s).
- Returned miscellaneous office equipment and supplies.
- Returned other University property (e.g., library materials, tools, uniforms, etc.).
- Removed personal items from office or work area.

**YOUR IT ACCOUNTS AND TECHNOLOGY**

**Yes N/A**

- 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: XXXXXX is no longer with the University. Questions or requests may be directed to XXXXXX@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.

**TASKS TO COMPLETE FOR BUSINESS OFFICE**

Yes N/A

- Budget account(s) (i.e., 9-digit business unit number) I currently have access to: \_\_\_\_\_
- 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 ACADEMIC LIFE**

Yes N/A

- Notified Ben Hogan in Academic Life to disable my access to Student Success Collaborative (SSC).

**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 resignation to supervisor.
- Completed the online Employee Exit Survey (<http://goo.gl/tA1TDj>).
- Verified home address is up-to-date for tax reporting purposes in Payroll's ADP portal (<http://goo.gl/JbwSPN>).
- Saved ADP portal login information (e.g., web address, username, and password) in a secure place.
- Consulted with Human Resources.

**EMPLOYEE FORWARDING INFORMATION**

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

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

**SIGNATURES**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*A copy of this completed form should be forwarded to Human Resources for the employee's permanent file.*