


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., library materials, tools, uniforms, etc.).
- Removed personal items from 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.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).

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.

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.