



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 currently have access to Student Success Collaborative (SSC). If yes, I have communicated separation to coordinator.
- 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.e., 9-digit business unit number) 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 by submitting a Personnel Access Sheet (PAS) to Human Resources.
- Verified appropriate notifications have been completed.

TASKS TO COMPLETE FOR HUMAN RESOURCES

Yes N/A

- Provided a signed letter of Intent to Retire.
- 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 Payroll's ADP portal (<http://goo.gl/JbwSPN>).
- Saved ADP portal 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 forwarded to Human Resources for the employee's permanent file.