



# Employee Separation Checklist

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

Department: \_\_\_\_\_ Last Day: \_\_\_\_\_

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

Yes	N/A	YOUR OFFICE
<input type="checkbox"/>	<input type="checkbox"/>	Completed required job responsibilities prior to departure or has arranged to have them completed on his/her behalf.
<input type="checkbox"/>	<input type="checkbox"/>	Prepared and delivered a summary of ongoing projects and tasks.
<input type="checkbox"/>	<input type="checkbox"/>	Placed work-related print documents in a secure area.
<input type="checkbox"/>	<input type="checkbox"/>	Notified committees, project teams, etc. of intent to leave.
<input type="checkbox"/>	<input type="checkbox"/>	Returned building, office, desk, vehicle, and other keys.
<input type="checkbox"/>	<input type="checkbox"/>	Returned parking permit(s).
<input type="checkbox"/>	<input type="checkbox"/>	Returned miscellaneous office equipment and supplies.
<input type="checkbox"/>	<input type="checkbox"/>	Returned other University property (e.g., library materials, tools, uniforms, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Removed personal items from office or work area.

Yes	N/A	YOUR IT ACCOUNTS AND TECHNOLOGY
<input type="checkbox"/>	<input type="checkbox"/>	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: Joe Employee is no longer with the University. Questions or requests may be directed to [JaneSupervisor@depauw.edu](mailto:JaneSupervisor@depauw.edu) or 765-658-####.)
- Set up email forwarding (<http://goo.gl/Y6JrIY>) or created nBT TJE5 34m057 34.92 0aorJETQ EMC /S

- 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.

Yes	N/A	TASKS TO COMPLETE FOR BUSINESS OFFICE
<input type="checkbox"/>	<input type="checkbox"/>	Budget account(s) (i.e., 9-digit business unit number) I currently have access to:
<input type="checkbox"/>	<input type="checkbox"/>	Reconciled or paid any outstanding invoices, expense reimbursements, and DePauw Commercial Card(s). Unreconciled commercial card balances may be added to your w2 as taxable income pursuant to IRS rules