

**University General Division (Campus)**  
**Employment Separation/Department Transfer Checklist**  
**for Supervisors**

(Use this checklist for faculty, staff and administrative employee separations and department transfers.  
Retain the checklist in the department for your records.)

**Note to Supervisor:** ChpTteFhpse (aTJEBC2re Tr 4nBT/TT043Td(: )TETQ1renBBT/TT01f37Td()TETQ1ren7nB

**Notifications**

For voluntary separation or retirement:

- \_\_\_\_\_ Verbal notice given by employee
- \_\_\_\_\_ Written notice given by employee
- \_\_\_\_\_ Written acceptance delivered to employee

For other separation:

- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_ If necessary, contact Human Resources, Campus Police or the Health System Division Security Department for assistance in escorting employee from building.

**USA Computer Software/Hardware Security and Access and Telephones**

**Note: Under no circumstances should University business-related files be deleted from University computers or servers.**

- \_\_\_\_\_ Employee Separation DocRoute Form completed within 24-hours of receiving notification of the separation or transfer. (For assistance, please contact Human Resources.)
- \_\_\_\_\_ Ensure the removal of all personal/non-essential software from computers.
- \_\_\_\_\_ Identify location and access to all computerized information/saved files.
- \_\_\_\_\_ Change passwords on applicable systems/computers to which the employee has had general access.

## **USA Property**

- \_\_\_\_\_ Computers, laptops, accessories.
- \_\_\_\_\_ University issued uniforms.
- \_\_\_\_\_ University issued equipment, tools, supplies and materials.
- \_\_\_\_\_ Books, journals, literature, CDs, DVDs, etc.
- \_\_\_\_\_ Library materials.
- \_\_\_\_\_ Any other USA-owned items in possession of employee.

## **HR/Financial/Payroll Issues**

- \_\_\_\_\_ Direct employee to contact Human Resources Office.
- \_\_\_\_\_ Prepare and process final separation Personnel Action Form.
- \_\_\_\_\_ Reconcile any outstanding payroll issues with the employee to include final timesheet and leave balances, as applicable.
- \_\_\_\_\_ As applicable, ensure all financial accounts, including travel expense and petty cash transactions, are reconciled.

## **Work Status Update**

- \_\_\_\_\_ Meet with the employee to discuss the status and transition of job duties and current and/or pending projects.

## **University Research**

As applicable, ensure the employee has been cleared by and executed all applicable agreements with the Office of the Vice President for Research and Economic Development regarding:

- \_\_\_\_\_ Grants and contracts
- \_\_\_\_\_ Patents
- \_\_\_\_\_ Inventions
- \_\_\_\_\_ Special government security clearances