

**EMPLOYEE SEPARATION CHECKLIST**

Employee Name  
(Please Print) \_\_\_\_\_

Department \_\_\_\_\_

Date of Separation \_\_\_\_\_

\*\*\*\*\*  
This form must be completed and turned in to the Office of Human Resources before 5:00 p.m. of the day of your separation date.  
\*\*\*\*\*

Please have the appropriate personnel in the following offices initial your checklist.

\_\_\_\_\_ **Department Head/Supervisor**  
Employee has completed and submitted final timesheet (if applicable) and has returned any University owned property or materials (such as textbooks, electronic equipment, uniforms, etc.)

\_\_\_\_\_ **Business Office (AD-2nd floor)** - Employee has no outstanding balance or has been informed of outstanding balance

\_\_\_\_\_ **Purchasing (AD-1st floor)** - Employee has returned Purchasing (P-card) if applicable.

\_\_\_\_\_ **Office of Safety and Security (Bus Tech Bldg-1st Floor)** - All keys and parking permits have been returned.

\_\_\_\_\_ **Help Desk (LRC First Floor)** – verification all checked out technology is returned.

\_\_\_\_\_ **HR (AD210)** Employee I.D. have been returned and update address

**Current Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date