

EMPLOYEE SEPARATION CHECKLIST

Employee Name
(Please Print) _____

Address

(Complete if you are moving or if your address in Human Resources is not current. This will help us get your W-2 to the correct address at the end of the year)

Department _____

Date of Separation _____

This form must be completed and turned in to the Office of Safety and Security 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 signed final timesheet (if applicable) and has returned any University owned property or materials (such as textbooks, electronic equipment, uniforms, etc)

_____ **Business Office (Admin Bldg-2nd floor)**
Employee has no outstanding balance in bursar account
Employee has been informed of outstanding balance in bursar account

_____ **Purchasing (Admin Bldg-2nd floor)**
Employee has returned Purchasing (P-card)

_____ **Office of Safety and Security (Bus Tech Bldg-1st Floor)**

- All keys have been returned
- Parking Permit and Emp I.D. have been returned

Employee Signature

Date

Receiving Security Officer

Date