**Separation Checklist for Employees Transferring within the University**

**Employee Responsibilities:**

* As applicable, provide appropriate advanced written notice to supervisor of intent to leave
* Discuss status of work assignments and any pertinent information with supervisor and return any confidential and all work-related information/materials to supervisor
* Settle any outstanding loans or financial obligations with the University/department (e.g., travel advances, credit card balances)
* Return any University/departmental property to supervisor or departmental designee, as applicable:
  + Keys (building, classrooms, office, elevator, storeroom, desk, file cabinets, storage cabinets, lockers, equipment, vehicles)
  + Tools
  + Uniforms
  + ProCard (Contact Procurement Office at least one week prior to last day to set up final review)
  + Telephone Calling Card
  + Office Equipment (e.g., computer/laptop, calculator)
  + Office Supplies
  + Manuals and Books
  + University Books, Supplies, and Materials On Loan
  + Telephone, Cell Phone, Walkie-Talkie, Pager
  + Name Badges (if department name is included)
* Provide access codes and/or software for computers, voicemail, etc.
* Provide forwarding address to supervisor, Office of Human Resources, and Payroll (for mailing of pertinent information)
* Complete final timesheet
* Remove all personal belongings