

EMPLOYEE SEPARATION CHECKLIST

Employees who are leaving Shepherd University need to complete the following actions before their departure. Actions listed under Supervisor/Department Responsibilities need to be completed by the appropriate authorities in the department in which the employee works.

This checklist does not need to be turned into any office when the required actions have been completed. It is simply intended as a helpful tool to simplify the separation process.

Supervisor/Department Responsibilities

- _____ Complete Separation Notice in PeopleAdmin, the online HR system.
- _____ Ensure that the Human Resources Office has a copy of the resignation/retirement notice.
- _____ If the departing employee is in a leave earning position, ensure that all leave has been entered into Replicon and approved.
- _____ Collect P-card, if applicable.
- _____ Collect all University property before the employee leaves campus for the final time (uniforms, laptops, etc.). Departments with swipe cards need to notify Facilities of the employee's departure. Keys are to be returned to Facilities, not to the department in which the employee works.
- _____ If the employee has Banner access, notify Data Custodians of the employee's departure.

Employee Responsibilities

- _____ Return P-card and reconcile Visa purchases.
- _____ Submit written notice of resignation/retirement to immediate supervisor, including ending date and signature. Send a copy to the Human Resources Office. Faculty members should send a copy to the Vice President for Academic Affairs.
- _____ Re-set your voicemail to be the same as your 4-digit extension number. Change voice mail greeting.
- _____ Pay any outstanding debts to appropriate campus units including parking violations, tuition expenses, etc.
- _____ Return all University Library materials and reconcile any outstanding fines and fees.
- _____ Return all University property to appropriate University personnel (uniforms, laptops, keys, P-card, etc.). P-cards go to Procurement; keys go to Facilities.
- _____ If applicable, make sure that all leave has been entered into Replicon. Contact the HR Office to discuss annual leave options (i.e., cashing out annual leave vs. remaining on the payroll until it is exhausted).
- _____ If applicable, complete and sign any final time sheets and submit to appropriate personnel.
- _____ Remove all personal items from your work space.
- _____ Retirees, notify the HR Office if you want to keep your Shepherd email account. Consult the retirement website/brochure (<http://www.shepherd.edu/hrweb/retirement/>).