

## EMPLOYEE SEPARATION CHECKLIST

**Name:** \_\_\_\_\_ **Date of Separation:** \_\_\_\_\_ **Retirement? Y/N:** \_\_\_\_\_

An employee terminating employment with Athens State University must check out with the areas listed below at the time of termination. It is not necessary to check with each area in numerical sequence; however, all items must be completed and signed by designated department before returning form to the Human Resources Office. Indicate N/A on items that do not apply. University email and Banner self-service account privileges will be terminated on the date of resignation or retirement. All other account privileges will be terminated at the time of resignation or retirement.

Department:	Cleared by:	Date:
<b>Security: (ext. 222)</b> <ul style="list-style-type: none"> <li>• I.D. Badge returned or controlled access deactivated</li> <li>• Terminate Fuel PIN</li> </ul>	_____ _____	_____ _____
<b>Information Technology: (HR will submit a ticket)</b> <ul style="list-style-type: none"> <li>• Network Status</li> <li>• Email Access Status (Remove)</li> <li>• Website Status (Remove from "Employee Directory")</li> </ul>	_____ _____ _____	_____ _____ _____
<b>Library: (ext. 669)</b> <ul style="list-style-type: none"> <li>• Return Library materials</li> <li>• Pay all fines &amp; fees</li> <li>• Request Reserves review (faculty only)</li> </ul>	_____ _____ _____	_____ _____ _____
<b>Financial Affairs: (ext. 300)</b> <ul style="list-style-type: none"> <li>• Credit cards &amp; receipts returned</li> </ul>	_____	_____
<b>Physical Plant: (ext. 342)</b> <ul style="list-style-type: none"> <li>• Account for all inventory</li> <li>• All keys returned (including Technology Cabinet Key)</li> </ul>	_____ _____	_____ _____
<b>Human Resources: (ext. 314)</b> <ul style="list-style-type: none"> <li>• COBRA Information</li> <li>• Confirm annual leave payout (where applicable)</li> <li>• Provide mailing address for W2 and future correspondence.</li> <li>• Turn in the <i>Employee Separation Checklist</i></li> </ul>	_____ _____ _____ _____	_____ _____ _____ _____

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 Employee Signature Date Human Resources Date