

## ELPS Employee Separation Check List

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

### Faculty Responsibilities

Complete

N/A

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Submit a letter of resignation with your separation date, forwarding address, and phone number.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Return all ISU equipment to the department (computers, printers, software, PDAs, cell phones, keys, P-cards, charge cards, etc.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | If you seek to transfer or sell equipment purchased and owned by ISU, complete the procedure outlined in EQUIPMENT TRANSFERS[ <a href="http://www.ospa.iastate.edu/GrantCoord/docs/GC2003NovEquipmentTransfers.pdf">http://www.ospa.iastate.edu/GrantCoord/docs/GC2003NovEquipmentTransfers.pdf</a> ], available from the Office of Sponsored Programs. |
| <input type="checkbox"/> | <input type="checkbox"/> | Return all library materials and pay any outstanding fines or fees.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Remove all information you wish to keep from computers and network servers.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide department chair with passwords to voicemail and any departmental files.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Update your voicemail to inform callers of your separation and include a phone number for further assistance.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Add an auto response message to your email to let people know of your separation and provide contact information for further assistance.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Remove all personal items and clean your office.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Contact Benefits Office (294-7680).   |

### Department Responsibilities

Complete

N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Complete the <a href="#">Notice of Termination</a> form.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Verify employee return of all ISU equipment.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Collect P-card. Destroy card and contact Purchasing (294-4860) to cancel the card. |

- Collect and destroy departmental charge cards. Contact the Controller's Department (294-2555) to cancel accounts.
- Collect and return keys to Facilities Planning and Management (294-4211).
- Review status of employee's externally funded projects.
- Contact College IT officer to remove computer access/access to University systems where appropriate (e.g., Outlook, ADIN, etc).
- Contact the Registrar's Office (294-0761) for removal of Access Plus departmental, advisor, or instructor access.
- Initiate Electronic Personnel Action to update payroll and personnel records.
- Verify employee's forwarding address.
- Perform exit interview.