

# DEPARTURE CHECKLIST



Employee Name:	Social Security Number:
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The department is responsible for initiating the necessary action to insure that all University property and equipment are returned on or before the last day of work. This list is provided as a guideline of things to consider when an employee separates from the University.

*(print and use as needed, setting your left and right margins to zero)*

	ITEM	CONTACT	✓
1	Computing Access Changed/Revoked (CICS, TSO, CMS, etc.)	Computing & Networking (x6000)	
2	E-Mail Access Changed/Revoked	Computing & Networking (x6000)	
3	Software de-installed and/or disks returned	Computing Help Desk (x6034)	
4	FRS Access Revoked	Accounting Services (x5087)	
5	Payroll Access Revoked	Human Resource Services (x5238)	
6	Keys Returned (room, building, desk, cabinets, vehicle, etc.)	Locksmith (room & bldg keys) (x6316) Department (all other keys)	
7	Beeper Returned	Department	
8	Cellular Phone Returned	Department	
9	PC Returned (including laptops)	Department	
10	Other Department Supplies/Equipment Returned (copy card, files, publications, tools, vehicle, etc.)	Department	
11	Parking Permit Returned (destroy)	Department	
12	ID Card Returned (destroy)	Department	
13	Name Tag Returned (destroy)	Department	
14	Uniform Returned	Department	
15	Safe Combination(s) Changed	Department	
16	Office Alarm Code(s) Changed	University Police (x5155)	
17	MasterCard Corporate Travel Card Returned (cut in half before mailing to Finance)	Finance (x5091)	
18	MasterCard Procurement Card Returned (cut in half before mailing to Business Services)	Business Services (x5366)	

19	Phone Card Returned ( <i>mail to Telephone Services</i> )	Telephone Services (x5582)	
20	Voice Mail Access Changed/Revoked	Telephone Services (x5582)	
21	Signature Authorization on Accounts Revoked	Accounting Services (x5087)	
22	Responsible Person Name Changed/Revoked in FRS	Accounting Services (x5087)	
23	Final Time Sheet and/or Absence Forms Received ( <i>make certain all documents are signed</i> )	Human Resource Services (x5238)	
24	Verify Home Address ( <i>complete "Change of Address" form if necessary</i> )	Human Resource Services (x5238)	