

Eastern Michigan University

Separation Checklist

In Section 1, please complete employee information. Section 2 requires that you check each item as processed and comment, if needed. For Section 3, check all collected or inapplicable items. In Section 4, please complete your information.

1. Employee Information

Employee Name: _____ EID #: _____

Department: _____

Separation Date: _____ Home Phone: _____

2. Process Items

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| <input type="checkbox"/> PAF, resignation letter, change of address sent to Human Resources or Academic HR, as applicable. |
| <input type="checkbox"/> Employee informed to contact the Benefits Office (7-3195) to schedule a meeting for information on benefits items. |
| <input type="checkbox"/> Employee requested to complete Exit Survey (http://www.emich.edu/diversity/exit.doc) |
| <input type="checkbox"/> Employee informed that EagleMail access will be terminated (unless a retiree). Prior to last day EagleMail content (e.g. email, contacts, content, etc.) should be migrated to another system. If employee is the administrator for shared EagleMail items (briefcases, calendars, documents) for the department, arrange for a new administrator. |
| <input type="checkbox"/> Computer passwords/access deleted or disabled and a confirmation obtained from the office responsible for system. |
| <input type="checkbox"/> Portal/MyEmich (DoIT) |
| <input type="checkbox"/> Banner (DoIT) |
| <input type="checkbox"/> Online Hiring System Hiring Authority User Account (HR-HRIS Mgr) |
| <input type="checkbox"/> Long-distance access code disabled and voice mailbox cancelled through Telecommunications |
| <input type="checkbox"/> PO signature authority inactivated through Accounts Payable |
| <input type="checkbox"/> Outstanding expense account items accounted for (petty cash, travel cash advances) |
| <input type="checkbox"/> Personal property secured and removed from campus office |
| <input type="checkbox"/> Notify payroll if employed less than one year for vacation usage payback |
| <input type="checkbox"/> Separation Checklist completed and sent to Human Resources or Academic HR, as applicable. |

3. University Property Items (collected and forwarded to the appropriate department)

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|----------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------|
| University ID Card- cut up and sent to Eagle Card Office | <input type="checkbox"/> Done | |
| University purchasing cards cancelled through purchasing and card shredded | <input type="checkbox"/> Done | <input type="checkbox"/> Not applicable |
| Keys (desk, file, etc) | <input type="checkbox"/> Returned | <input type="checkbox"/> Not applicable |
| Keys (office, classroom, labs, other)-key return clearance form processed and returned to Physical Plant | <input type="checkbox"/> Done | |
| Building/office security access change requested | <input type="checkbox"/> Done | <input type="checkbox"/> Not applicable |
| Parking pass/hangtag | <input type="checkbox"/> Returned | <input type="checkbox"/> Not applicable |
| Portable/laptop/notebook computer/PDA | <input type="checkbox"/> Returned | <input type="checkbox"/> Not applicable |
| University uniform(s) | <input type="checkbox"/> Returned | <input type="checkbox"/> Not applicable |
| Pager/beeper | <input type="checkbox"/> Returned | <input type="checkbox"/> Not applicable |
| Leased vehicle | <input type="checkbox"/> Returned | <input type="checkbox"/> Not applicable |
| University property on loan (tools, records/documents) | <input type="checkbox"/> Returned | <input type="checkbox"/> Not applicable |
| Library books/fines (reminder to employee) | <input type="checkbox"/> Done | <input type="checkbox"/> Not applicable |
| Police officer badge(s), belt(s), service revolver(s) | <input type="checkbox"/> Returned | <input type="checkbox"/> Not applicable |
| Other (describe) | <input type="checkbox"/> Returned | <input type="checkbox"/> Not applicable |

4. Receipt of items checked above acknowledged by:

Signature _____ Date _____ Phone _____

Print Name _____

Forward to Human Resources (HR) or Academic Human Resources (AHR), as applicable.