

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. If unavailable, leave blank. In Section 4, please complete your information.*

1. Employee Information

Employee Name:	Employee ID:	Department
Separation Date:	Home phone number:	

2. Process Items

- Computer passwords/access deleted or disabled and a confirmation obtained from ICT or a Human Resources Office

- Portal/MyEmich
- SCT/ Banner
- Online Hiring System User Account

Comments

- Long-distance access code disabled and voice mailbox cancelled through Telecommunications

Comments

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- PAF, resignation letter, change of address and separation checklist sent to the Employment Office
- PO signature authority inactivated through Accounts Payable

Comments

- Outstanding expense account items accounted for (petty cash, travel cash advances)
- Personal property secured and removed from campus office
- Notify payroll if employed less than one year for vacation usage payback

Comments

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 or Academic Human Resources, as applicable.