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

❏	PAF, resignation letter, change of address sent to Human Resources or Academic HR, as applicable.
❏	Employee informed to contact the Benefits Office (7-3195) to schedule a meeting for information on benefits items.
❏	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.
❏	Computer passwords/access deleted or disabled and a confirmation obtained from the office responsible for system.
	o Portal/MyEmich (DoIT)
	o Banner (DoIT)
	o Online Hiring System Hiring Authority User Account (HR-HRIS Mgr)
❏	Long-distance access code disabled and voice mailbox cancelled through Telecommunications
❏	PO signature authority inactivated through Accounting
❏	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
❏	Separation Checklist completed and sent to Human Resources or Academic HR, as applicable.

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

University ID Card- cut up and sent to Eagle Card Office	❏ Done	
University Payment Cards cancelled through Payment Card Office & card shredded	❏ Done	❏ Not applicable
Keys (desk, file, etc)	❏ Returned	❏ Not applicable
Keys (office, classroom, labs, other)-key return clearance form processed and returned to Physical Plant	❏ Done	
Building/office security access change requested	❏ Done	❏ Not applicable
Parking pass/hangtag	❏ Returned	❏ Not applicable
Portable/laptop/notebook computer/PDA	❏ Returned	❏ Not applicable
University uniform(s)	❏ Returned	❏ Not applicable
Pager/beeper	❏ Returned	❏ Not applicable
Leased vehicle	❏ Returned	❏ Not applicable
University property on loan (tools, records/documents)	❏ Returned	❏ Not applicable
Library books/fines (reminder to employee)	❏ Done	❏ Not applicable
Police officer badge(s), belt(s), service revolver(s)	❏ Returned	❏ Not applicable
Other (describe)	❏ Returned	❏ 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.
Note: Completed form required for release of employee's final payout check of vacation and/or sick time balance, if eligible