

Human Resources Separation Checklist for All Employees (Staff and Faculty)

Section I:

Employee's Last Name, First Name, Middle Initial

University ID Number

Separation Date

Section II: All separating employees must initiate contact by sending an e-mail to the departments listed below. Any verification received should be attached to this document. Please indicate nothing outstanding or arrangements made if applicable.

DATE Completed

DEPARTMENT

ITEM(S)

<hr/>	CONTROLLER'S OFFICE	Misc. debts, fines, fees, etc.
<hr/>	DEPARTMENT RESPONSIBILITIES	All ISU or dept. owned property
<hr/>	FACILITIES MANAGEMENT	Keys
<hr/>	LIBRARY	Any borrowed material
<hr/>	PUBLIC SAFETY	ID card, parking tag
<hr/>	PURCHASING DEPARTMENT	Procurement card
<hr/>	OIT SEPARATION CHECKLIST	Work with IT consultant

Note for RETIREES: Retirees should retain their University I.D. because they continue to have access to the Library and Recreation Center (SRC). Retirees will retain access to their ISU e-mail. In addition, retirees are eligible for a free retiree parking tag through Public Safety.

Schedule Exit Interview

Date: _____

Permanent Mailing Address for W-2

The items listed have been cleared with the appropriate department as indicated

RETURN COMPLETED FORM TO HUMAN RESOURCES (EXT 4114)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Comments: _____
