

Separation Checklist for Student Employees

To ensure proper security is maintained, supervisors are responsible for notifying various departments and for collecting university property when a student employee separates from the university.

Supervisor completes and maintains checklist within Department in accordance with Records Retention Policy

Complete the following	Complete	N/A
Obtain office, building, desk, and/or filing cabinet keys as well as access cards	<input type="checkbox"/>	<input type="checkbox"/>
Ensure digital files and/or software are made available to the appropriate department person	<input type="checkbox"/>	<input type="checkbox"/>
Ensure any electronic equipment is surrendered	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all computer access is deleted from internal computer systems. Supervisors should ensure the security and integrity of departmental databases and software programs by removing employee's access to sensitive and University data	<input type="checkbox"/>	<input type="checkbox"/>
Departmental specific items (list out)	<input type="checkbox"/>	<input type="checkbox"/>
Remind employee to submit final timesheet no later than the last day of work	<input type="checkbox"/>	<input type="checkbox"/>

Signature below acknowledges the items checked above have been completed

Employee Name:

Employee ID:

Separation Effective Date:

Employee Signature: _____

Date:

Supervisor Name:

Supervisor Signature: _____

Date: