

SEPARATION/TRANSFER NOTICE Departmental Checklist

Name of Separating Employee: _____ **Home Org:** _____
Effective Date/Time of Separation: _____ **am pm** **Position Number:** _____

The supervisor must complete the following checklist items, if applicable, not later than the employee's effective date of separation. The supervisor's and employee's signatures are required. The department should retain the document in the employee's departmental file in accordance with Library of Virginia Records Maintenance requirements.

1. EPAF(Electronic Personnel Action Form) must be completed with appropriate approvals as soon as possible to prevent overpayment to employee. Department is to complete the separation checklist and maintain in departmental files.
2. Retrieve and return RU Identification Card and Parking Permit to the *ID/Parking Office*.
Note: Retirees may retain their RU ID cards.
Note: Refer the retiree to ID/Parking to update ID card and parking information.
3. Obtain office and building keys and/or access cards.
4. Return the *Travel Charge Card* to *Accounting Services*.
5. Return the *Small Purchase Charge Card and/or Voyager Card* to *Accounting Services*.
6. Ensure digital files& software are made available to the appropriate department person.
Note: Contact IT- Academic Technologies to make arrangements to return the computer.
7. Ensure all computer access is deleted for internal computer systems. Supervisors should ensure the security and integrity of departmental databases and software programs by removing employee's access to sensitive and personal data.
8. Notify appropriate offices to **delete signature authority**, if applicable (i.e. *Purchasing, Accounting, Payroll, Budget, and Telephone Services*).
9. Notify Telephone Services to terminate business and personal telephone authorizations/codes.
Note: May be beneficial to the department for the employee to update "out of office" telephone & email notifications pending termination of those services. Retirees and alumni retain email privileges.
10. Direct the employee to remove personal items from the work area.
11. Turn in any university owned property (provide employee receipts for turned-in equipment as necessary).
12. Remind employee to contact any departments, i.e., Accounting Services, R.U. Express, Library to settle outstanding fines, loans, or other accounts receivable issues.
13. Final paycheck and any other payments due the employee will be deposited electronically
14. Update Supervisor changes for subordinates using EPAF(Electronic Personnel Action Form).
Note: Supervisor changes must be made prior to separation of the outgoing supervisor in order to ensure no interruption of Banner Leave Report approval.
15. Update PeopleAdmin Position Description to reflect supervisor change/user access.
Note: Ensure new supervisor has been granted access to PeopleAdmin. If access has not been granted refer to PeopleAdmin Instructions listed on the HR website.
16. Determine whether interim performance evaluations are required for employees supervised by the separating employee.
17. Remind employee to submit final leave report no later than last work day.

Comments or additional departmental items.

Signature below acknowledges the items checked above have been completed.

Employee **Date**

Supervisor **Date**