

## ATHENS STATE UNIVERSITY EMPLOYEE SEPARATION CHECKLIST

NAME \_\_\_\_\_ DATE OF SEPARATION: \_\_\_\_\_ RETIREMENT? (Y/N) \_\_\_\_\_

An employee terminating employment with Athens State University must check out with the areas listed below at the time of termination. It is not necessary to check with each area in numerical sequence; however, all items must be completed and signed by designated individual before returning form to the Human Resources Office. The final paycheck will not be issued until the form is completed. Please ask the **Department** to mark N/A on all items that do not apply.

Department	Signature	Date
<b>Security: (ext. 222)</b> <ul style="list-style-type: none"> <li>• Parking Permit Returned</li> <li>• I.D. Badge returned or key access deactivated</li> </ul>	  <hr/> <hr/>	  <hr/> <hr/>
<b>Information Technology: (ext. 323)</b> <ul style="list-style-type: none"> <li>• Network Status</li> <li>• E-mail Access Status (Remove)</li> <li>• Website Status (Remove from 'Employee Directory')</li> </ul>	  <hr/> <hr/> <hr/>	  <hr/> <hr/> <hr/>
<b>Library: (ext. 218)</b> <ul style="list-style-type: none"> <li>• Return outstanding library books &amp; periodicals</li> </ul>	  <hr/>	  <hr/>
<b>Telecommunications: (ext. 206)</b> <ul style="list-style-type: none"> <li>• Delete Phone No. &amp; Name from database</li> <li>• Delete greetings and messages</li> <li>• Return pager</li> <li>• Return cellular phone</li> </ul>	  <hr/> <hr/> <hr/> <hr/>	  <hr/> <hr/> <hr/> <hr/>
<b>Financial Affairs: (ext. 300)</b> <ul style="list-style-type: none"> <li>• Credit Cards &amp; Receipts returned</li> </ul>	  <hr/>	  <hr/>
<b>Maintenance Department: (ext. 239)</b> <ul style="list-style-type: none"> <li>• Account for all inventory</li> <li>• All keys returned (including Technology Cabinet Key)</li> </ul>	  <hr/> <hr/>	  <hr/> <hr/>
<b>Human Resources: (ext. 224)</b> <ul style="list-style-type: none"> <li>• COBRA Information</li> <li>• Annual Leave Payout</li> <li>• Provide mailing address for W2 and future correspondence</li> </ul>	  <hr/> <hr/> <hr/>	  <hr/> <hr/> <hr/>

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date