



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 department before returning form to the Human Resources Office. Indicate N/A on items that do not apply. University email and Banner self-service account privileges will be terminated 30 calendar days from the date of resignation or retirement. All other account privileges will be terminated at the time of resignation or retirement.

| Department: | Cleared by: | Date: |
|---|----------------------------------|----------------------------------|
| Security: (ext. 222) <ul style="list-style-type: none"> • I.D. Badge returned or controlled access deactivated • Terminate Fuel PIN | _____ _____ | _____ _____ |
| Information Technology: (HR will submit a ticket) <ul style="list-style-type: none"> • Network Status • Email Access Status (Remove) • Website Status (Remove from "Employee Directory") | _____ _____ _____ | _____ _____ _____ |
| Library: (ext. 669) <ul style="list-style-type: none"> • Return Library materials • Pay all fines & fees • Request Reserves review (faculty only) | _____ _____ _____ | _____ _____ _____ |
| Financial Affairs: (ext. 300) <ul style="list-style-type: none"> • Credit cards & receipts returned | _____ | _____ |
| Physical Plant: (ext. 342) <ul style="list-style-type: none"> • Account for all inventory • All keys returned (including Technology Cabinet Key) | _____ _____ | _____ _____ |
| Human Resources: (ext. 314) <ul style="list-style-type: none"> • COBRA Information • Confirm annual leave payout (where applicable) • Provide mailing address for W2 and future correspondence. • Turn in the <i>Employee Separation Checklist</i> | _____ _____ _____ _____ | _____ _____ _____ _____ |

Employee Signature

Date

Human Resources

Date