**Employee Separation Checklist**

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| --- | --- | --- | --- |
| Name of Employee: |       | Separation Effective: |       |
|  |  | [ ]  Voluntary [ ]  Involuntary |

Supervisors are responsible for reviewing this checklist with the employee and obtaining any/all pertinent information, as well as account for all University equipment and property provided to the employee during his/her employment.

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| **To be Completed by the Supervisor with Employee** |

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| **Access / Facility** ***(Items collected to be returned to the Paul College Business Service Center)*** |
|  |
| [ ]  Keys to all University buildings: | BR:       | /     |  | BR:       | /     |  |
| (Attach additional sheet if needed) | BR:       | /     |  | BR:       | /     |  |
|  |  |  |  |  |
| [ ]  UNH ID card has been returned to the BSC |  |  |
|  Note: Does not apply if employee is moving to another on-campus position |
|  |  |  |  |  |
| [ ]  Parking Permit has been returned to the BSC |  |  |  |
|  Note: Does not apply if employee is moving to another on-campus position |
|  |  |  |  |  |

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| **Equipment and Technology *(Check all items that apply and initial when verified)*** |
|  |
| ***Equipment*** |  |  |  | ***Supervisor Initials:*** |
|  |
| [ ]  Desktop PC: |[ ]  Left in office # |       |[ ]  Given to IT Department |  |  |
|  |
| [ ]  Laptop: |[ ]  Left in office # |       |[ ]  Given to IT Department |  |  |
|  |
| [ ]  iPad: |[ ]  Left in office # |       |[ ]  Given to IT Department |  |  |
|  |
| [ ]  Printer: |[ ]  Left in office # |       |[ ]  Given to IT Department |  |  |
|  |
| [ ]  Other: |[ ]  Left in office # |       |[ ]  Given to IT Department |  |  |
| **Access to the UNH computer, accounts, and voice mail systems for staff/hourly employees will automatically be deactivated on the separation date unless an Extended Date is noted below.** |
| ***IT Accounts*** |  | ***Description*** | ***Extended Date (if applies):*** |
|  |
|[ ]  AD/VPN | Faculty/Staff Active Directory Domain |       |  |
|[ ]  Outlook Exchange Email | Exchange Email account for Faculty/Staff |       |  |
|[ ]  MyUNH/Blackboard | Blackboard Portal |       |  |
|[ ]  CIS Unix Webmail | Webmail system integrated into Blackboard |       |  |
|[ ]  Webi Student | Reporting solution for Banner Student |       |  |
|[ ]  Web Time Entry-ApprovProxy | Approval for electronic time sheets |       |  |
|[ ]  Banner (Finance, HR) | Management Systems database |       |  |
|[ ]  ID Lookup Tool | Look up common ID numbers for students/employees |       |  |
|[ ]  Other (explain) |       |  |       |  |
|[ ]  Other (explain) |       |  |       |  |
|[ ]  Other (explain) |       |  |       |  |
|[ ]  Other (explain) |       |  |       |  |
|  |
|  |
| **Equipment and Technology *(Continued)*** |
|  |  |  |  |
| ***Telephone*** |
|  |
| Telephone Extension: |       |  |  |
|  |
| Does employee need remote access to the extension in order to retrieve voicemails? [ ]  Yes [ ]  No If Yes, until what date? |       |  |
|  |  |  |
| Was the employee issued a cell phone allowance? |  [ ]  Yes [ ]  No |  |

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| **Purchasing Card** |
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| 🞏 Purchasing Card ending in |       | has been returned to the Paul College Business Service Center and all receipts for outstanding charges have been provided. |  |
|  | (last four digits) |  |

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| **Forwarding and Contact Information** |
|  |
| Employee will continue to have access to WISE for a period of one year from the separation date and understands it is his/her responsibility to ensure any changes of address taking place during that time are submitted to WISE.Employee is requested to provide a telephone number and personal email address in the event UNH needs to contact the employee regarding his/her employment. |
| Telephone Number: | (     )       |  |
|  |
| Email: |       |  |
|  |  |

**SUBMIT COMPLETED FORM TO THE BSC**

|  |  |  |
| --- | --- | --- |
|       |  |  |
| Date |  | Employee’s Signature |
|       |  |  |
| Date |  | Supervisor’s Signature |