**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)*** | | | | | | | | | | | | | | | | | | | | | |
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| ***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) | | | | | |  | | | | | | | |  | |  | | |  | |
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| **Equipment and Technology *(Continued)*** | | | | | | | | | | | | | | | | | | | | | |
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| ***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 |