



Employee Separation & Property Clearance Checklist

Appropriate Administrators (staff & MPP) and Department Chairs (faculty) are responsible for ensuring employees complete University property clearance and separation procedures. Please complete and forward this checklist to Payroll, Benefits and Retirement Services CP-770.

Employee Name _____	Campus Wide ID _____	Date of Separation _____
Department _____	Reporting Unit # _____	Last Day Physically Worked _____

- Employee has completed the online Separation Form: Date Completed _____
Attach copy of email confirmation to separation/property clearance checklist.
- All University equipment and resources have been collected: Date Completed _____
Please check all that apply:

<input type="checkbox"/> Procurement Card	<input type="checkbox"/> Titan Card	<input type="checkbox"/> American Express	<input type="checkbox"/> Parking Permit
<input type="checkbox"/> Cellular Phone	<input type="checkbox"/> Pager	<input type="checkbox"/> Blackberry	<input type="checkbox"/> Laptop
<input type="checkbox"/> Calling Card	<input type="checkbox"/> Special Accomodation Equipment	<input type="checkbox"/> Rec Sports Membership	
<input type="checkbox"/> Others (Please Specify) _____			
- University Police have confirmed keys have been returned: NA Date Completed _____
Attach a copy of confirmation to separation/property clearance checklist.
- Financial Services and Payroll have confirmed the employee has no outstanding:

a) Accounts Receivable	b) Travel Advances or	c) Moving/Relocation obligations	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
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- Inventory and transfer custody of petty cash fund and negotiable assets such as permits, tokens, tickets, and check stock is complete: Yes NA
- Employee Fee Waiver: HR Services has confirmed fee waiver eligibility status for the employee or eligible dependents: Yes NA
- The University Library has been notified of the employee separation and has confirmed the status of outstanding library materials: Yes NA
- Conflict of Interest Reporting Form - HR-Operations (Ext. 2186) has been contacted to determine if employee is required to complete Form 700, prior to physically leaving the University: NA Yes No
If No, please contact HR.
- Notice has been provided to various committees and teams (i.e. disaster recovery/emergency preparedness, building marshal, etc): Yes NA
- Employee's personal items have been removed from the University: Yes
- Employee's current address for W-2 purposes has been verified: Yes
- Notice of Separation (NOS) is complete: Date Completed _____

By signing below, I hereby attest the above information is true and correct:

Appropriate Administrator Name _____	Appropriate Administrator Signature _____	Date _____
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