

# SEPARATION CHECKLIST FOR MPP SUPERVISORS

The following employee separation process and checklist should be completed prior to the employee's last day in the office. Not all items on this checklist may apply to a every employee. It is the MPP Supervisor and Appropriate Administrators' responsibility to ensure all property is collected and that reconciliations are completed. Refer to the [separation website](#) or more details.

## ACTIONS TO BE COMPLETED BY LAST WORKING DAY

### PERSONAL ACTIONS

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <p><b>Ask employee to complete separation process via the <a href="#">Employee Separation and Property Clearance ServiceNow Application</a></b></p> <p>a. If employee is not available to complete, the Manager or Division HR Coordinator may complete on the employee's behalf.</p> |
| <input type="checkbox"/> | <p><b>Check to be sure all clearance action items are complete in ServiceNow. Follow up on outstanding items as needed.</b></p>   |
| <input type="checkbox"/> | <p><b>Discuss the status of work assignments and any pertinent information with the employee. The Departing Employee Documentation of Work and Committees form may be used if applicable.</b></p>   |
| <input type="checkbox"/> | <p><b>Be sure employee removes all personal items from work area(s)</b></p>   |
| <input type="checkbox"/> | <p><b>Approve Absence Management entry</b></p>  |
| <input type="checkbox"/> | <p><b>Ask employee to complete all items on the employee separation checklist</b></p>   |

### EMPLOYEE TO RETURN ALL UNIVERSITY PROPERTY

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p><b>Employee to return all university property including IT, cell phone, Titan Card, purchasing card (s), parking permit, keys and any special accommodation equipment.</b></p> <p>a. For a full list of university property, you can log into <a href="#">ServiceNow</a>.</p> |
| <input type="checkbox"/> | <p><b>Check to be sure all clearance action items are complete in ServiceNow. Follow up on outstanding items as needed.</b></p>  |
| <input type="checkbox"/> | <p><b>Collect any department owned office and IT equipment that may not be listed in ServiceNow</b></p>  |
| <input type="checkbox"/> | <p><b>Collect Titan Hall and College Park office keys if applicable</b></p>  |
| <input type="checkbox"/> | <p><b>Reset any alarm codes that the employee may have</b></p>   |

**BE SURE ALL OUTSTANDING FINANCIAL OBLIGATIONS ARE SETTLED**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Reconciliation of State p-card, Travel Card, declining balance card, ASC and/or CSFPF purchasing card, and any other transactions</b><br>a. If the employee is no longer able to reconcile, it is the division's responsibility to ensure reconciliation is completed |
| <input type="checkbox"/> | <b>Complete outstanding travel claims</b>  |
| <input type="checkbox"/> | <b>Follow up on any reimbursements owed to university</b>  |
| <input type="checkbox"/> | <b>Reimburse charges owed to other departments (e.g., Library, Parking).</b>   |
| <input type="checkbox"/> | <b>Return any advances and petty cash</b>  |

**ELECTRONIC RECORDS**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Any project folders for CSUF projects and any CSUF Dropbox folders and files are transferred to another CSUF employee if needed</b>  |
| <input type="checkbox"/> | <b>Employee returns (transfer, copy, etc.) electronic records to the appropriate unit and/or university administrator(s) including unit or university data files, electronic documents and records, files that are stored on the employee's personal work PC or in any personal server file spaces.</b>   |
| <input type="checkbox"/> | <b>If the employee possesses sole access rights to an administrative database; software application; information system; etc. that is necessary for program or unit administration/operations, transfer the passwords to the appropriate unit administrator or arrange for a unit administrator to be given the access needed to ensure continued operations.</b> |
| <input type="checkbox"/> | <b>Employee deletes or returns any university owned/licensed software that is contained on a home computer</b>  |