USF Employee Separation Checklist
Faculty and Staff

To: Supervisor

From: Employment Services, Human Resources

Please complete the checklist and return it to armstrongv@usfca.edu within five days of receipt. Please call 415-422-6707 if you have any questions.

Supervisor: Please provide separation information listed below.

Employee Name (last, first, mi):			
CWID#:		User Name:	
Department Name:		Position/Title:	
Hire Date:	FTE:	Termination Date:	Current Salary:
Supervisor's Name, Email and extension:			

Action	Yes	No	Not Applicable
Submit final timesheet to Payroll with appropriate vacation and sick leave, overtime, etc., reported			
Initiate termination EPAF prior to payroll deadline for final pay check			
Inform employee to forward any change of address to Payroll for W-2 mailing			
Contact ITS Help Desk to initiate the deactivation of the employee's IT access; ext. 6668 or itshelp@usfca.edu			
Ensure cellular phones, Blackberry, pagers, laptops, computers, etc., are returned			
Arrange with ITS Help desk for reconfiguration or pick-up of equipment			
Collect ID card, office/file keys, company car keys, gate cards, etc., from employee			
Collect purchasing card, travel/calling cards and receipts; ensure car rentals have been returned to vendor company			
Ensure employee has completed all purchasing card/ expense reports on Concur and has submitted all receipts.*			
Ensure that employee returns library books, CD texts, periodicals, research materials and art work, etc.			
Ensure that employee cancels all pre-scheduled training and travel			
Terminate the employee's signing authority on University bank accounts or University documents			
Collect employee's parking decal/Loyola Village gate card (forward to Public Safety)			
Change employee's outgoing email (auto-reply) and voicemail response			
Attach a copy of the employee's notice of resignation; e.g., letter or copy of email			
Other pertinent items or documents for the unit/department (list):			

* If expenses or p-card charges are not reported on Concur, outstanding balances will be reported as taxable income to the employee. [Purchasing Card Policy; 2.2, 12/1/2005]