



Supervisor's Checklist for Separating Employees

This form is for your own reference and does not need submitted to any university office once completed.

Employee's Name _____

Completed?	Action Item
<input type="checkbox"/>	Notify the Office of Human Resources via email with the Employee Name, PERNR &/or Banner ID, reason for separation and last day of work.
<input type="checkbox"/>	Forward original letter of resignation to the Office of Human Resources via scan/email, Interoffice Mail or US Mail.
<input type="checkbox"/>	Log into Manager Self Service portal (MSS) to verify all leave requests have been submitted/approved up to the last day of work.
<input type="checkbox"/>	Obtain project status updates/transition files to new owner/redistribute workload until position can be filled.
<input type="checkbox"/>	Remove employee from email distribution lists, if applicable.
<input type="checkbox"/>	Retrieve all university property and equipment from the employee: <ul style="list-style-type: none"> <input type="checkbox"/> Computer <input type="checkbox"/> Laptop <input type="checkbox"/> Cell phone <input type="checkbox"/> Tablet <input type="checkbox"/> Office/building keys: <i>The Key Shop is responsible for key inventory control. Enter a work order to the IUP Key Shop to return the keys you collected from the departing employee. DO NOT request new keys to be made for the replacing employee.</i> <input type="checkbox"/> Tools <input type="checkbox"/> IUP Travel Card <input type="checkbox"/> IUP Purchasing Card <input type="checkbox"/> Parking Decal > <i>does not apply to Retirees</i> <input type="checkbox"/> Photo ID <input type="checkbox"/> Other:
<input type="checkbox"/>	Obtain employee's forwarding address for future payroll and benefits communications.
<input type="checkbox"/>	Remind employee to complete the Exit Interview online. https://iup.co1.qualtrics.com/SE/?SID=SV_ddvmsrKXACoBHjn

You will be contacted by the Office of Human Resources/Employment Team to discuss your vacancy needs.