



Employee Separation Checklist

Employee Name

Separation Date

Please complete checklist with employee and provide clarification where appropriate. Send completed Checklist, along with the Personnel Action Form and employee’s resignation letter (if applicable), to Human Resources, Kettler Hall, Room G02.

For separating employee:

- Verify mailing address for W-2 form. If address will be different, employee should complete new Form 13; email HR@ipfw.edu; or make change online through Employee Self Service.
- Return purchasing card to Business Manager
- Return Purdue Travel Card to Business Manager
- Return all equipment and property (uniforms, copy card, cellular phones, Blackberries, laptop/personal computers, lab or other equipment) to department
- Return keys to Campus Safety
- Retrieve all personal belongings from work area
- Return employee parking permit. Seek refund from University Police if parking permit purchased with cash.
- Return Staff identification card
- Complete online exit interview (<http://www.ipfw.edu/hr>) *(Optional)*
- Return all materials on loan to the library
- Remove needed personal files and emails from university computers and transfer university files and emails to your supervisor or other approved person
- Meet with Human Resources Benefits staff to discuss continuation of benefits

For department:

- Contact Telephone Operations to disable voice mail
- If assistance is needed transferring files or email to the department, contact the IT Services Help Desk.
- If the account removal process needs to be expedited or delayed, contact Human Resources or your Vice Chancellor.

- Send completed checklist, along with PA form and the employee’s resignation letter (if applicable), to Human Resources.

Employee’s Signature

Date

Supervisor’s Signature

Date