



# EMERSON COLLEGE

## Office of Human Resources

### SUPERVISOR CHECKLIST FOR EXITING EMPLOYEES

All supervisors must complete this form for employees who are separating from the college. It is the supervisor's responsibility to insure that the items checked off have been returned, timesheet information for last week worked has been completed and telephone/computer services/access has been terminated. Every item must have supervisor's initials ( ) or contain (N/A). Computer access, computer equipment and telephone access can all be shut off by an email to [account\\_info@emerson.edu](mailto:account_info@emerson.edu). Please provide the following information: ECNET username, date leaving, telephone extension and birth name.

The separating employee must also sign this completed form and return his/her Emerson College Identification Card to the Office of Human Resources on his/her last day of work.

Employee Name \_\_\_\_\_ Date of Separation \_\_\_\_\_

**ITEMS (Please circle any item that is outstanding):**

- |  |   |
|--|---|
| _____ CELLULAR PHONE                   | _____ UNIFORM                           |
| _____ CREDIT CARD                      | _____ KEYS                              |
| _____ CALCULATOR                       | _____ BEEPER                            |
| _____ SECURITY CODES (Ext. 8555)       | _____ PARKING (Ext.8658)                |
| _____ LIBRARY BOOKS (Ext. 8988)        | _____ COMPUTER ACCESS (Ext. 8665) ***   |
| _____ COMPUTER EQUIPMENT (Laptop, PDA) | _____ TELEPHONE ACCESS CODE (Ext. 8585) |
| _____ OTHER (LIST) _____               |   |

Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(please print name)

### EMPLOYEE RESPONSIBILITY

I hereby acknowledge that if I had access to and/or use of Emerson property and/or confidential information in the course of my employment at Emerson, I was only authorized to use that property and/or information for legitimate work purposes. Therefore, upon my separation from employment, I acknowledge that I am not authorized to retain any property belonging to the College or confidential information accessed during my employment (including documents in either paper or electronic format). Likewise, I understand that I am not authorized to share confidential information that I learned as an Emerson employee. Accordingly, if I discover any College property or confidential documents in my possession or control after my separation from the College, I will immediately notify my Supervisor or the Office of Human Resources, and at their direction will either return or destroy such property and/or documents.

Employee Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_  
SUBMIT NEW ADDRESS/PHONE NUMBER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OFFICE OF HUMAN RESOURCES

HR Exit Interviewer ( ) Signature \_\_\_\_\_ Date \_\_\_\_\_

- ◆ DET ◆ COBRA ◆ TUITION ◆ LIFE CONVERSION ◆ PLAN 125
- ◆ TRANSPORTATION ◆ ID (if RD, do you have another ID TO RETURN?) \_\_\_\_\_