

SEPARATION/TRANSFER NOTICE
Departmental Checklist

Name of Separating Employee: _____ Home Org: _____

Effective Date/Time of Separation: _____ am pm Position Number: _____

Final Leave Report Submitted

Teaching Faculty - Request Contract Payout Does Department Recommend for re-employment? yes no

The supervisor must complete the following checklist items, if applicable, not later than the employee's effective date of separation. The supervisor's and employee's signature are required. The department should retain the document in the employee's departmental file in accordance with Library of Virginia Records Maintenance requirements.

- Retrieve and return RU Identification Card and Parking Permit to the ID/Parking Office. Note: Retirees may retain their RU ID card. Refer the employee to ID/Parking to update ID card and parking information.
Obtain office and building keys and/or access cards.
Return the Travel Charge Card to Accounts Payable.
Return the Small Purchase Charge Card and/or Voyager Card to Purchasing.
Ensure digital files & software are made available to the appropriate department person. Note: Contact IT- Academic Technologies to make arrangements to return the computer.
Ensure all computer access is deleted for internal computer systems. Supervisors should ensure the security and integrity of departmental databases and software programs by removing employee's access to sensitive and personal data.
Notify appropriate offices to delete signature authority, if applicable (i.e. Purchasing, Accounting, Payroll, Budget Telephone Services).
Notify Telephone Services to terminate business and personal telephone authorizations/codes. Note: May be beneficial to the department for the employee to update "out of office" telephone & email notifications pending termination of those services. Retiree's and alumni retain email privileges.
Direct the employee to remove personal items from the work area
Turn in any university owned property (provide employee receipts for turned-in equipment as necessary).
Remind employee to contact any departments, i.e., Accounting Services, R.U. Express, Library to settle outstanding fines, loans, or other accounts receivable issues.
Final paycheck and any other payments due the employee will be deposited electronically.
Update supervisor changes for subordinates using Supervisor Change EAPF. Note: Supervisor changes must be made prior to separation of the outgoing supervisor in order to ensure no interruption of Banner Leave Reporting approval.
Update PeopleAdmin Position Description to reflect supervisor change/user access. Note: Ensure new supervisor has been granted access to PeopleAdmin. If access has not been granted refer to PeopleAdmin Instructions on myRU or the HR website.
Determine whether interim performance evaluations are required for employees supervised by the separating employee.
Remind employee to submit final leave report no later than last work day.

Comments or additional departmental items.

Empty rectangular box for comments or additional departmental items.

Signature below acknowledges the items checked above have been completed.

Employee _____ Date _____

Supervisor _____ Date _____