



NEW HIRE/TERMINATION CHECKLIST
Division of Student Affairs

New Hire Date: _____

Termination Date: _____

Employee Name: _____		GEMS ID: _____
Position: _____	Position #: _____	Supervisor: _____
SASSC Approval: _____	Department Approval: _____	Letter of Offer: _____
Orientation HR: _____	Funding Source: _____	

Note: Some items may not be applicable, so write N/A if that is the case

SASSC Responsibilities	Notes at Start of Employment	Notes at End of Employment
Email / Network Access (T. Trowbridge)		
P Card (G. Spivey)		
Timesheet (SASSC HR)		
Code of Conduct		

Department Responsibilities		
Keys		
University ID Card		
Uniforms		
Parking Permit		
USF Property		
Alarm / Security Code		
Nametag		
GEMS		
FAST		
Telephone		

MISCELLANEOUS		
Cell Phone Reimbursement (T. Trowbridge)		
Data Plan Reimbursement (T. Trowbridge)		
Leave Audit (SASSC HR)		
Leave Payout (SASSC HR)		

SASSC HR Signature (In): _____ Date: _____

SASSC HR Signature (Out): _____ Date: _____