**Separation/Transfer Checklist**

**Purpose of form:**
This form is used to remove access and retrieve departmental equipment for any regular employee leaving their current department or leaving the University.

<table>
<thead>
<tr>
<th>Regular Employee (Mandatory Information)</th>
<th>Indicate Transfer or Separation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Transferring ☐ Transfer Date ☐</td>
</tr>
<tr>
<td>Department</td>
<td>Separating ☐ Last Work Date ☐</td>
</tr>
</tbody>
</table>

**Is this person a WEBTIME ENTRY approver?**
If YES, a Change Employee’s Webtime Entry Approver EPAF must be submitted prior to the employee’s end date, for each employee they approve. **NOTE:** all proxy access will also be removed on the end date.

**Faculty Use Only:**

- Intent to separate form completed ☐ Yes ☐ No
- Resignation letter sent to HR ☐ Yes ☐ No

**Items to be collected (if applicable)**

- Purchasing Card (notify Purchasing at purchasing@mtu.edu)
- Parking Tag (return to Transportation Services)
- All Keys ☐ Departmental issued keys (update internal record)
- ☐ University issued keys (return to Public Safety)
- University Equipment
  - (laptop, radios, uniforms, ITID badges, safety equipment, guns, phones*) *Contact Telecom at [it-help@mtu.edu](mailto:it-help@mtu.edu) or (906) 487-1111

**Access (if applicable)**

- Revoke ID card access (email card-access@mtu.edu)
- Revoke BANNER access
  - Student ☐ Financial Aid ☐ Finance ☐
  - Human Resources ☐ Alumni
- Revoke Departmental systems and drive accesses
- Revoke third party systems access

Access checklist continues on second page
Access (if applicable, cont'd)

☐ Remove from mailing lists*

☐ Remove from shared calendars and documents

☐ Change safe combinations

☐ Change security codes

☐ Change shared passwords

* Ask employee to remove themselves from mtu-l lists, Google Groups, and external mailing lists. Instruct departmental employee on how to remove person from shared documents and calendar share.

Departmental Follow-up

☐ Notify Telcom of necessary changes/updates by e-mailing it-help@mtu.edu (phone display, voice mail, routing)

☐ Update departmental web site

☐ Notify mail room of departure

☐ Compute comp. time before final paycheck

Academic Department Use Only:

During your employment at Michigan Tech, did you conduct work in a laboratory, shop or similar facility either on or off campus?

☐ Yes ☐ No If YES, please complete the Academic/Research Employee Exit Form by following this link.

Employee Follow-up (upon departure)

☐ Instruct employee on how to handle work-related emails that continue to be received

☐ Schedule Benefits exit meeting

☐ Update any change of address in Banweb (forwarding address for items like W-2, etc.)

Employee Signature

Supervisor Signature

Instructions to submit - Please submit completed Separation/Transfer Checklist to Human Resources, 2nd Floor, Lakeshore Center.