

# 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.

## Regular Employee (Mandatory Information)

Name

Department

**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

## Indicate Transfer or Separation

Transferring  Transfer Date

Separating  Last Work Date

**EPAF Submitted (for separation)**  Yes  No

Date resignation letter received

Resignation letter sent to HR  Yes  No

## Items to be collected (if applicable)

Purchasing Card (notify Purchasing at [purchasing@mtu.edu](mailto: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

Date collected	Initial
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Access (if applicable)

Revoke ID card access (email [card-access@mtu.edu](mailto: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

Date collected	Initial
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Access checklist continues on second page

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## Access (if applicable, cont'd)

Remove from mailing lists\*

Date collected	Initial
<input type="text"/>	<input type="text"/>

Remove from shared calendars and documents

<input type="text"/>	<input type="text"/>
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Change safe combinations

<input type="text"/>	<input type="text"/>
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Change security codes

<input type="text"/>	<input type="text"/>
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Change shared passwords

<input type="text"/>	<input type="text"/>
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\* 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.

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## Departmental Follow-up

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

Date collected	Initial
<input type="text"/>	<input type="text"/>

Update departmental web site

<input type="text"/>	<input type="text"/>
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Notify mail room of departure

<input type="text"/>	<input type="text"/>
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Compute comp. time before final paycheck

<input type="text"/>	<input type="text"/>
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### 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](#).

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## Employee Follow-up (upon departure)

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

Date collected	Initial
<input type="text"/>	<input type="text"/>

Schedule Benefits exit meeting

<input type="text"/>	<input type="text"/>
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Update any change of address in Banweb (forwarding address for items  
like W-2, etc.)

<input type="text"/>	<input type="text"/>
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Employee Signature

Supervisor Signature

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