

EMPLOYEE DEPARTURE CHECKLIST

- Supervisor notifies Human Resources as soon as notice of departure is received.
- Checklist is completed by the supervisor of the exiting employee.
- Checklist is signed by employee and supervisor.
- Human Resources will arrange for systems access removal (e-mail, voice mail and Banner).
- Human Resources will notify supervisor of any off campus equipment assigned to employee.
- **Forward completed signed checklist to Human Resources at jbeal@westfield.ma.edu.**

Employee Name: _____

Department: _____

Last day of work: _____

☐ Human Resources notified of departure date and provided with copy of any written notice.

Collect the following items on last day of work:

Yes N/A

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Keys (Office _____ , Tech. Key _____ , Desk _____ , File Cabinets _____ , Other _____)
<i>Please submit a work order to Locksmith through myschoolbuilding.com verifying location of keys turned in by departing employee.</i> |
| ☐ | ☐ | Campus I.D. (Send to the Campus Card Office, Ext. 8184) |
| ☐ | ☐ | P-card (Send to Gary Duggan, Procurement and Administrative Services, Ext. 5243) |
| ☐ | ☐ | Library materials (Return to Library) |
| ☐ | ☐ | Tools |
| ☐ | ☐ | University equipment (Laptops, Tablets, etc.)** |

**If any University equipment will be moved to a different location (Room #), notify Financial Accounting at Ext. 8523 or accounting@westfield.ma.edu.

Miscellaneous Items

Yes N/A

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Petty Cash (If employee has petty cash responsibility, contact Financial Accounting, Ext. 8523) |
| ☐ | ☐ | Open purchase orders in employee's name (Notify Procurement Office, Ext. 5245) |
| ☐ | ☐ | Other _____ |

By signing below, the employee and supervisor both agree that all items belonging to the University have been returned.

Employee

Date

Supervisor or Designee

Date