



Minot State UNIVERSITY

EMPLOYEE SEPARATION CHECKLIST

THIS FORM MUST BE RETURNED BEFORE THE EMPLOYEE'S LAST WORKDAY

Supervisor: Please use this form when an employee is leaving MSU. Once all actions are completed, please forward this form to Human Resources. If you have any questions about this form, or want to make suggestions for revisions, please call the Human Resources Director, 6-3352.

Employee's Name

Last Date of Employment

Address all items applicable to your employee:

- ____ Submit appropriate documentation to the Business Office concerning the employee's separation, i.e.: resignation letter, notice of reduction-in-force, dismissal notice;
- ____ Contact Director, Human Resources at 6-3352 for appointment to complete retirement forms and to set up an exit interview appointment
- ____ Turn-off access to databases such as PeopleSoft
- ____ Contact the Information Technology Center to terminate email account(s), 6-4444
- ____ Contact Plant Services at 6-3210 to cancel voice mail account, cancel long distance authorization, and turn in parking permit;
- ____ Obtain building and office keys and return to appropriate key custodian;
- ____ Remove employee's name from building, office, and telephone directories;
- ____ If applicable, obtain University equipment (vehicle keys, pagers, cellular phone, laptop computer, etc.);
- ____ Have employee turn in MSU ID Card and send to Student Union Director;
- ____ Contact Library Circulation Services at 6-3201 for confirmation that all library materials have been returned and all fines have been paid;
- ____ If applicable, turn in purchasing card to the Business Office;

All actions completed:

Supervisor's Signature