

SEPARATION CHECKLIST

This Checklist should be used to ensure return of all University property and resolution of outstanding financial obligations, if any. Return of all University property is the responsibility of the supervisor. When all items have been returned/addressed satisfactorily, both the Manager and Employee should sign the form and the Manager should send the form to Human Resources for placement in the Employee's file.

EXIT RESPONSIBILITIES	EMPLOYEE	MANAGER
Electronic Devices and Accessories	Return to Dept	Contact the technical support for your department, if devices should be 'cleaned' before assigning to another employee.
CDs, Flash drives with BSU data, or other University owned items	Return to Dept	Address with Employee, ensure return of data
Keys (Building keys, internal keys, keys to files, keys to desk)	Return to Dept	Return to FOAM or instruct Employee to return to FOAM and notify FOAM of pending exit
P-Card	Complete P-Card Maintenance Account form http://vpfa.boisestate.edu/process/pcard/pcard_acountmaintenance.pdf , forward to p-cardforms@boisestate.edu . Shred card.	As precaution, send an e-mail to Anna Pollworth to advise her of the pending exit.
WEX Fuel Card User Access and PIN Deactivation	Return WEX Fuel Card to Dept.	Send an email to WEX@boisestate.edu with the request to deactivate the employee's WEX Fuel Card PIN and/or user access that is leaving the university/department.
Mobile Phone	Return to Dept if phone is Dept property	Collect phone if applicable.
Building Access	N/A	E-mail AccessControl@boisestate.edu with the Employee Name and ID # and advice of pending exit. Access will be rescinded after 5:00 PM of the employee's last day of work.
Combination Keypad Locks	NA	Keypad locks are generally changed when any employee in the department leaves. Email work order to FOAM at svcreqs@boisestate.edu to have the combinations changed. E-mail Jsmiga@boisestate.edu to advise work order has been submitted and give him new access code.
Computer/Email Access	Review messages; forward or resolve any pending messages.	Prior to Term date visit: http://oit.boisestate.edu/accounts/accounts/account-services/ , and follow the steps for Employee Separation. (Google Apps access depends upon circumstances – leaving the University, transferring, retirement) Access ends at 5:00 pm on the employee's last day in the department.
Desk Phone/ Voice Mail Access	Review messages; forward or resolve any pending message.	Visit: http://support.boisestate.edu/ to complete request to reset/reassign the extension, voicemail box or password.
Library Books	Return all books to Library. Outstanding fees will be deducted from final pay check.	NA
Fee Waiver	If you are taking classes on a fee waiver and you leave prior to the end of 8 weeks of classes, you must pay the full amount of fees required for enrollment. You will be notified by Payments and Disbursements of the amount owing.	NA
Moving Expense	If you voluntarily resign your position, you may be required to pay back all or a portion of any moving reimbursement expenses you received. Please contact the Office of Relocation for details. Repayment may be deducted from your final paycheck.	NA
Instructional or Professional Documents	Save documents where they can be accessed by the department; inform department managers where documents are kept	NA

My signature signifies that all Boise State University property has been returned and any financial obligations settled.

Employee Name: _____ Signature _____ Date: _____

Supervisor Signature: _____ Date: _____