

**SEPARATION OF EMPLOYMENT CHECK LIST**

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| --- | --- | --- | --- | --- | --- | --- |
| Employee Name: |  | | | Effective Date of Separation: |  | |
| Employee ID #: |  | | | **Department Code:** |  | |
| Reason for Separation (Please Circle One) | | | | | | |
| Resignation | | **Involuntary Separation** | **Retirement** | | | **Other** |

All University property and keys must be returned and any outstanding debts to the University must be paid. Please have this form signed by the departmental representative to indicate that the separating employee has met their obligations to that department.

When completed, please forward to Human Resources prior to the last day of employment (or as soon as possible thereafter). If for some reason the employee is unable to complete this task, the employee’s Department is responsible for completing this form and obtaining the necessary signatures.

Employees and Supervisors should contact Human Resources for any questions related to the Separation process.

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| --- | --- | --- | --- |
| **Department** | **Signature** | | **Date** |
| **Departmental Supervisor**  (Please confirm that all departmental equipment has been returned) |  |  | | |
| **Bursar**  (Please confirm that all fees owed to the University have been paid and parking hangar returned) |  |  | | |
| **Library Director**  (Please confirm that all library materials have been returned) |  |  | | |
| **Physical Plant**  (Please confirm that all University keys and Crimson Card has been returned) |  |  | | |
| **Information Technology**  (Please confirm that all loaned computer equipment has been returned and access has been terminated) |  |  | | |
| **External Affairs**  (Please confirm that the IU East website has been updated appropriately) |  |  | | |

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| Forwarding Address: |  |
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**Leave Balance(s): \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(For HR Only) Separation Documentation:*** *Letter of Separation Exit Interview*

***Thank you for your service to Indiana University East.***