



Human Resources

### Employee Separation Checklist

**Purpose:** The following checklist is provided to assist all Washburn employees with the exit process. Departing employees have an obligation to return all Washburn University property issued to them and to settle all outstanding accounts.

**Supervisors:** Please complete the following checklist with the departing employee and ensure action items have been completed.

Employee Name \_\_\_\_\_

Department Name \_\_\_\_\_

#### Employee Checklist

Date	Yes or N/A (not applicable)	Please verify that you have completed the following <input checked="" type="checkbox"/>
		<b>Access</b>
		Building Office Gate Card Hang Tag Other assigned keys
		WUID (iCard) Complete form to request reimbursement of any balance on iCard. (Bod Bucks)
		Purchasing Card
		<b>Technology Devices</b>
		Cell Phone      Camera iPad              Laptop Pager             Tablet Radios Please list additional items:
		<b>Other Property</b>
		Uniforms Tools Please list additional items:

#### Supervisor Checklist

Date	Yes or N/A (not applicable)	Please verify that you have completed the following <input checked="" type="checkbox"/>
		<b>Received returned keys</b>
		Building Office Gate Card Hang Tag Other assigned keys
		Received WUID (iCard)
		Received Purchasing Card and notified Finance to deactivate card.
		<b>Received Technology Devices</b>
		Cell Phone      Camera iPad              Laptop Pager             Tablet Radios Please list additional items:
		<b>Received other property</b>
		Uniforms Tools Please list additional items:

I affirm all Washburn University equipment and/or property assigned to me has been returned.

Complete Notification of Change in Status (NOCS) form and return with checklist to:

- HR office for Staff employees
- VPAA office for Faculty employees

Supervisor Comments:

Employee's Name \_\_\_\_\_

Employee's WIN \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_