



Faculty & Staff Separation Checklist

This checklist is for regular, partial year and temporary faculty and staff whose employment ends due to resignation, termination, retirement or death. Refer to KSU Employee Handbook, Section 1.8, Termination Guidelines for more information.

Employee First Name: MI: Last:

Employee Department: Separation Effective Date:

Reason for separation: Resignation Termination Transfer Death

Employee Responsibilities

N/A Completed

- Submit oral or written notice of termination to supervisor.
- Notify KSU Payroll via email to payroll@kennesaw.edu if you are closing your bank account and wish to discontinue Direct Deposit. No action is necessary if you are not closing your bank account.
- If you worked in a temporary position covered by Georgia Defined Contribution Plan (GDGP) and wish to obtain a refund of your contributions, please complete the GDGP refund application form on the KSU HR website at <http://hr.kennesaw.edu/forms/> and bring to the HR Office (electronic copy is not accepted-original signature is required).
- Settle any outstanding debts to appropriate campus units, including parking violations, tuition expenses, petty cash, cash advances, etc.
- Return all University Library materials and reconcile any outstanding fines and fees.
- Return KSU ID Card to your supervisor.
- Settle any outstanding travel reimbursement transactions.
- Using IT Equipment Report provided by HR and/or your supervisor, return all items identified to your supervisor prior to your last day. This includes items such as PCs, Apple Desktops, Monitors, tablets, cables, power supplies, printers, scanners, fax machines, audio visual (AV) equipment, mobile phones, etc. If you are unable to locate an IT asset assigned to you on this report, contact the KSU Service Desk via email at service@kennesaw.edu for assistance in tracking the device's service history. If the device is lost, a KSU Police report will be necessary for documentation purposes.
- Contact KSU Police and submit a police report for any lost, stolen, or otherwise unaccountable IT items assigned to you on the IT Inventory Report that you cannot return to your supervisor before separation.
- Provide final time submissions via timesheets or E-Time.
- Remove all personal items from your work area.
- Return all department issued equipment to supervisor or representative, including uniforms, building and/or desk keys, P-Card, KSU vehicle and keys, etc.
- Provide new address for W-2, if applicable.
- New Address:

- Arrange an exit appointment with HR.
- Assign a delegate for any room reservations made in Event Management System (EMS) to make any edits if needed.
- Provide this completed checklist to your supervisor or department representative.

Supervisor or Department Responsibilities

Before the employee separation from KSU:

N/A Completed

Submit to HR the Employee Personnel Action Form (EPAF) upon notification that the employee is separating from KSU.
Review employee annual leave, comp time, and sick leave balances and approve final timesheet/E-Time.
Request removal of employee's name from authorized signature authority lists for Payroll systems via email to payroll@kennesaw.edu.
Request removal of employee's name from authorized signature delegation authority for financial systems (PeopleSoft, ePro, OwlPay) via email to compliance@kennesaw.edu.
Request removal of employee's name from approval workflow for financial systems (PeopleSoft, ePro, OwlPay) via peoplesoftaccess@kennesaw.edu.
Collect all non-IT KSU property, including uniforms, building keys, desk keys, P-Card, vehicles, ID Card, etc.
Return P-Card to Office of Procurement and Contracting, P-Card Administrator.
Request change of budget assignment in PeopleSoft if this employee owns a department budget, emailing a [Department Budget Request Form](#) to budget@kennesaw.edu.
Collect all IT equipment as noted on the IT Inventory Report provided by HR with this checklist.
Contact KSU Police and submit a police report for any lost, stolen, or otherwise unaccountable IT items assigned to the employee on the IT Inventory Report that the employee did not return to the supervisor or department before separation, if the employee did not already submit a police report.

Contact KSU [Service Desk](#) via email to service@kennesaw.edu to:

N/A Completed

Transfer IT equipment to appropriate department or person. Items not reported to IT as transferred upon employee separation will be reassigned by IT to the employee's supervisor.
Attach copy of KSU Police report to email for any items lost, stolen, or otherwise unaccountable IT items.
Request removal of employee's access to any propriety software used by the department or group, such as SAS, Banner, Nolij, PeopleSoft, ePro, OwlPay, etc.
Request transfer of all personal data from employee's PC, Mac, and/or laptop.
Request transfer of email messages to another user or creation of automatic bounce back message from employee's email account.
Request transfer or closeout of email resource accounts owned/managed by this employee.

Comments:

Return this form to HR after completion and signatures. Please note, exit appointment information will only be shared with a supervisor if an employee indicates his/her approval to do so.

Employee Signature

Date

Supervisor/Department Representative Signature

Date