



KENNESAW STATE UNIVERSITY

# Faculty & Staff KSU Separation Checklist

This checklist is for regular, partial year and temporary faculty and staff whose employment ends due to resignation, termination, retirement, death or transferring to another USG Institution.

Employee Name:

Transfer Effective Date:

Department:

N/A Completed

- Submit written notice of termination to supervisor.
- 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 and bring the signed original to HR. (an 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 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](mailto: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.
- Return all University Library materials and reconcile any outstanding fines and fees.
- 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.
- 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.
- If moving, update address in OneUSG Self- Service prior to effective date
- Assign a delegate for any room reservations made in Event Management System (EMS) to make any edits if needed.
- Place automatic replay on email account- directing inquires to appropriate person

**Comments:**

Return this form to HR after completion and signatures. Please note, if applicable, 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