



Manager Checklist for Faculty/ Staff Separation

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

Employee Name:

Transfer Effective Date:

Department:

Supervisor or Department Responsibilities before the employee transfers to another department:

N/A Completed

- Submit termination request in OneUSG manager self-service. See link for job aid: <https://hr.kennesaw.edu/oneusg/training/videos-job-aids.php>
 - 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 department issued KSU property, including uniforms, building keys, desk keys, P-Card, vehicles, etc
 - Return P-Card to Office of Procurement and Contracting, P-Card Administrator, and work with Procurement to establish a new P-Card holder for the department
 - 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
 - Approve the transferring employee's final timesheet
 - 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 transfer, if the employee did not already submit a police report
 - Ensure an automatic email reply is active on email account- can reach out to HRBP if needed
- Contact KSU Service Desk via email to service@kennesaw.edu to:**
- Transfer IT equipment to appropriate department or person. Items not reported to IT as transferred upon employees transition 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 or closeout of email resource accounts owned/managed by this employee
 - Request removal of employee from any distribution lists not relevant to the new position

Comments:

Complete and sign this form and return to Human Resources.

Supervisor/Department Representative Signature

Date