



KENNESAW STATE UNIVERSITY

Manager Checklist for Faculty/ Staff Separation

Clear Form

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 Insitution.

Employee Name:

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>
- 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
- Collect all Department IT equipment
- Approve the separating 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 that the employee did not return to the supervisor or department before leaving, if the employee did not already submit a police report
- Ensure an automatic email reply is active on email account

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