

EMPLOYEE SEPARATION CHECKLIST

This Checklist should be used to ensure return of all University property and resolution of outstanding financial obligations, if any. Return of all University property is the responsibility of the supervisor. When all items have been returned/addressed satisfactorily, both the Manager and Employee should sign the form and the Manager should send the form to Human Resources for placement in the Employee's file.

EXIT RESPONSIBILITIES	EMPLOYEE	MANAGER
Electronic Devices and Accessories	Return to Dept.	Contact the technical support for your department if devices needs to be wiped before assigning to another employee.
CDs, Flash drives with BSU data, or other University owned items	Return to Dept.	Address with Employee, ensure return of data.
Keys (Building keys, internal keys, keys to files, keys to desk)	Return to Dept.	Return to FOAM or instruct Employee to return to FOAM and notify FOAM of pending exit.
P-Card	Return to Dept.	Request to close the card by completing the Submit a P-Card Request form. Select Card Maintenance Request/Close Card and follow instructions on the form.
WEX Fuel User Card Access and PIN Deactivation	Return WEX Fuel Card to Dept.	Email WEX@boisestate.edu with the request to deactivate the employee's WEX Fuel Card PIN and/or user access.
Mobile Phone	Return to Dept if phone is Dept property.	Collect phone if applicable.
Building Access	N/A	Email AccessControl@boisestate.edu with the Employee Name and ID to notify of pending exit. Access will be rescinded after 5:00 PM of the employee's last day of work.
Combination Keypad Locks	N/A	Keypad locks are generally changed when an employee leaves the department. Email FOAM at svcreqs@boisestate.edu with the work order to have the combinations changed. Email jsmiga@boisestate.edu to notify that a work order has been submitted and give him new access code.
Employee Email	Review messages. Forward or resolve any pending messages.	N/A. Access is automated based on job data. Access ends at 5:00 PM on the employee's last day in the department.
Fileshare, PeopleSoft, OFC, and Other Computer Access	N/A	Prior to Term Date, visit OIT Accounts Request and follow the steps for Separations.
Desk Phone/ Voice Mail Access	Review messages. Forward or resolve any pending message.	Visit Boise State Support to request a reset/reassign the extension, voicemail or password.
Library Books	Return all books to Library. Outstanding fees will be deducted from final paycheck.	N/A
Tuition Fee Waiver	If you are taking classes on a fee waiver and leave prior to the end of 8 weeks of classes, you must pay the full amount of fees required for enrollment. You will be notified by Payments & Disbursements of the amount owed.	N/A
Moving Expense	If you voluntarily resign your position, you may be required to pay back all or a portion of any moving reimbursement expenses you received. Please contact the Office of Relocation for details. Repayment may be deducted from your final paycheck.	N/A
Instructional or Professional Documents	Save documents where they can be accessed by the department. Inform department managers where documents are kept.	N/A

My signature signifies that all Boise State University property has been returned and any financial obligations settled.

Employee Name: _____ Signature _____ Date: _____

Supervisor Signature: _____ Date: _____ Updated 8/2021