

EMPLOYEE SEPARATION CHECKLIST

I. Purpose	<i>This Checklist is to be used to ensure return of all University property and financial obligations are resolved. Return of all University property is the responsibility of the supervisor. When all items have been returned/addressed satisfactorily, both the supervisor and employee are to sign this form and send it to Human Resources to be included in the employee's personnel file.</i>
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A. Electronic and Data Storage Devices			
Electronic Devices and Accessories (desk tops, laptop, printer, etc)	Employee	Return to the Department	<input type="checkbox"/>
	Supervisor	Contact technical support if devices need to be reset before assigning to another employee.	<input type="checkbox"/>
CDs, Flash Drives with BSU data, or other University owned items	Employee	Return to the Department	<input type="checkbox"/>
	Supervisor	Address with Employee, ensure return of data	<input type="checkbox"/>
B. Physical Access			
Keys (building keys, internal keys, keys to files and desk)	Employee	Return to the Department	<input type="checkbox"/>
	Supervisor	For building keys, return to FOAM and notify them of pending exit. For internal keys, return to the business administrator of the department.	<input type="checkbox"/>
Building Access	Employee	No action required	N/A
	Supervisor	Email Access Control 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 Access will be rescinded after 5:00 PM of the employee's last day of work	<input type="checkbox"/>
Combination Keypad Locks	Employee	No action required	N/A
	Supervisor	Keypad locks are generally changed when an employee leaves the department. Email FOAM at SVC REQs with the work order to have the combinations changed. Email Joseph Smiga or the assigned Building Locksmith to the department and notify that a work order has been submitted. Be ready to give him a new access code.	<input type="checkbox"/>
C. Purchase Tools			
P-Card	Employee	Return the P-Card to the Department	<input type="checkbox"/>
	Supervisor	Go to https://app.smartsheet.com/b/form/1dd579d5bf4244d29ecf4d3f3cd47d62 to complete the request. Select Card Maintenance Request/Close Card and follow instructions on the form.	<input type="checkbox"/>
WEX Fuel User Card Access and PIN Deactivation	Employee	Return the WEX Fuel Card to the Department	<input type="checkbox"/>
	Supervisor	To deactivate an employee's fuel PIN, follow the steps listed in Managing WEX Drivers SOP/Notes (1) or email: WEX Fuel Management or Whitney Thornton	<input type="checkbox"/>
D. Communication and Information Access			
Mobile Phone	Employee	Return phone if it is department property.	<input type="checkbox"/>
	Supervisor	Collect the phone, if applicable.	<input type="checkbox"/>
Employee Email	Employee	Review existing messages. Forward or resolve any pending messages	<input type="checkbox"/>
	Supervisor	No need to request for service. Access ends at 5:00 PM on the employee's last day in the department.	<input type="checkbox"/>

Fileshare, PeopleSoft, Bronco Hub, and other Computer Access	Employee	No action required	N/A
	Supervisor	Prior to Term Date, visit https://www.boisestate.edu/oit-accounts/requests/ and follow the steps for Separation	<input type="checkbox"/>
Desk Phone and VoiceMail Access	Employee	Review existing messages. Forward or resolve any pending messages	<input type="checkbox"/>
	Supervisor	Go to http://support.boisestate.edu/ fill out the Telephony/Fax Service Request Form choosing Cancel Existing Telephony/Fax Service from the dropdown. Submit the Request Order.	<input type="checkbox"/>
E. Other Obligations			
Library Books and Materials	Employee	Return all borrowed books and material to the Library. Outstanding fees will be deducted from final paycheck	<input type="checkbox"/>
	Supervisor	No action required	N/A
Tuition Fee Waiver	Employee	If you and/or an eligible family member are taking classes on a fee waiver email HR Benefits or call HR at (208) 426-1616 to determine if you are required to pay the full amount of fees required for enrollment. You will be notified by Payments & Disbursements of the amount owed if applicable.	<input type="checkbox"/>
	Supervisor	No action required	N/A
Moving Expense	Employee	If you voluntarily resign your position, you may be required to pay back all or a portion of any moving reimbursement expenses you received. Contact the Office of Relocation for details. Repayment may be deducted from your final paycheck.	<input type="checkbox"/>
	Supervisor	No action required	N/A
Instructional or Professional Documents	Employee	Change ownership of any Google Drive Documents or move to a Google Shared Drive. Inform supervisor where documents are kept. Remove any documents not needed by the department. Change ownership of any shared calendars.	<input type="checkbox"/>
	Supervisor	No action required	N/A
F. Recommended			
Employee Exit Survey	Employee	Complete the Employee Exit Survey https://boisestate.az1.qualtrics.com/jfe/form/SV_cGcfkd5IHfZJ5fo on or before your last day at work	<input type="checkbox"/>
	Supervisor	No action required	N/A

II. Acknowledgment		<i>My signature signifies that all Boise State University property has been returned and any financial obligations settled.</i>	
Employee's Name		Supervisor's Name	
Date		Date	
Signature		Signature	