Separation Checklist (For Departments)

Employee Name: ____________________________
Separation Date: ____________________________

- Initiate the EPA with reason for separation and vacation payout, as appropriate
- Account for and verify return of ISU Property
  - Lap Top
  - Cell Phone
  - Laboratory Equipment
  - Tools
  - Keys
  - Library Materials
  - Safety Equipment
  - Other #1
  - Other #2
  - Other #3
- Collect P-card and destroy and contact Lesley Lackore (llackore@iastate.edu) to cancel the card.
- If employee has a University American Express Card, contact Cheryl Ervin to cancel the card.
- Contact department and/or College IT staff to remove computer accesses.
- Provide departmental email to be included in the email response to correspondents for up to 6 months after an employee’s separation date. Respond to email from IT prior to employee’s term date or contact the Solution Center for assistance if the term date has passed.
- Provide Separation Checklist to Employee (Employee checklist can be found here)
- Have employee contact parking division about returning parking pass

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