NMSU Departure Checklist Termination/Transfer/Retirement/Leave of Absence/Sabbatical

EMPLOYEE:

Keys (should be turned in) -	Yes	No*	N/A
Desk/Filing Cabinets/Lockers/Mail Box/Vehicles			
Office/Department/Building access			
Petty Cash Box			
Alarm System			
Other (please identify):			
Credit Cards (should be turned in) -	Yes	No*	N/A
Diner's Club/American Express			
Gasoline/Fuel Card			
Procurement Card			
Telephone Calling Card			
Other (please identify):			
Inventory/Property (should be accounted for/turned in) -	Yes	No*	N/A
Office furniture and equipment			
Shop equipment/tools			
Equipment at home - computers, printers, modems, etc.			
Laptop computers			
Documentation/Manuals - software manuals, procedure manuals, etc.			
Cellular Telephones/Pagers/Two-way Radios			
Respirators and other reusable Personal Protective Equipment			
Other (please identify):			
Classroom/Research materials and equipment -	Yes	No*	N/A
Library books returned			
Desk copies of textbooks and other classroom materials returned to department			
Audio/visual equipment returned			
Student records turned in - tests, grades, incomplete forms, etc.			
Lab supplies/work in progress identified and inventoried/turned in			
Hazardous materials transferred to authorized department personnel/Safety Office			
Other (please identify):			
Outstanding Amounts Owed (should be noted)	Vee	No*	N1/A
Outstanding Amounts Owed (should be paid) -	Yes	No*	N/A
Misc. Accounts Receivable (statement sent from Business Office)			
Personal Telephone/Fax/Cellular/Credit Card calls, copies, etc.			
Library Fines			
Parking Fines			
Amounts owed to Employee Health Center			
Payroll/Personnel -	Yes	No*	N/A
Check Release Form/Mail Forwarding Address on file with department			

Timesheet Prepared/Signed Annual/Sick Leave Forms submitted

Retirement records in order - rollovers, transfers, withdrawals of contributions, etc. Arrangements to pay insurance premiums

Miscellaneous -

Outstanding travel and other reimbursements processed/advances paid NMSU Staff Identification card turned in Special I.D. Badges/Radiation Badges turned in State of New Mexico Driver's License/N.M.S.U. Vehicle Operator Permit turned in Uniforms turned in Library Copy Cards returned to department Parking Permits Cancelled - excess refunded Money Card Cancelled - excess refunded Petty Cash turned over to department Voice mail deactivated/security code given to department Computer file passwords given to department/personal information removed E-mail List Serve memberships terminated

DEPARTMENT:

Combinations/Codes - (should be changed)

Alarms/Keypad entrance access Safes/Petty Cash boxes Other (please identify): _____

Notifications -

Employee Departure Transmittal Form on web completed for payroll/personnel Personnel Action Form (PAF) submitted

College/Department database administrators notified to cancel network access Computing & Networking notified to cancel mainframe access/e-mail, etc.

Other security access cancelled - VISTAS, HRMS, etc.

Telecommunications notified to cancel telephone security codes/cell phones, etc. University Accounts Receivable notified of new Petty Cash Custodian

Property notified of new Property Custodian

Employee removed from bank signature cards/drawdown authorizations

Miscellaneous -

Employee Separation Form/Leave Records/Letter of Resignation sent to Personnel Name removed from department directory/web-page directory Computer hard drives checked for sensitive information, unlicensed software, etc.

* Please attach explanation

Name of Employee

Employee Signature

Date

Name of Supervisor

Supervisor's Signature

Date

Yes	No*	N/A

Yes	No*	N/A

Yes	No*	N/A

Yes	No*	N/A