

Separation Checklist-Return to Human Resources All Regular Employees (Staff and Faculty)

Section I:

	991-	
Employee's Last Name, First Name, Middle Initial	ID Number	Separation Date

Section II: All departments must signify contact between the separating employee and the department by sending an e-mail to the employee for verification that can be attached to the separation checklist. Please indicate nothing outstanding or arrangements made.

DATE E-MAIL RECEIVED	DEPARTMENT	ITEM(S)
	CONTROLLER'S OFFICE - EXT 3511	Book & Miscellaneous Debt
	DEPARTMENT RESPONSIBILITIES	Electronic equipment, uniforms, time sheet, two-way radio, grade book.
	FACILITIES MANAGEMENT - EXT 8100	Keys
	LIBRARY - EXT 3120	Books
	PUBLIC SAFETY - EXT 8888	I.D. card, parking tag
	PURCHASING DEPARTMENT - EXT 3600	Procurement card
	TELECOMMUNICATIONS - EXT 4183	Calling card, LDC, Cell, Pager

Note: Retirees should retain their University I.D. because they continue to have access to the Library and Recreation Center. Retirees will retain access to their ISU e-mail. In addition, retirees are eligible for a free retiree parking tag through Public Safety.

Schedule Exit Interview

Date: _____

Permanent Mailing Address for W-2

The items listed have been cleared with the appropriate department as indicated

RETURN COMPLETED FORM TO HUMAN RESOURCES (EXT 4114)

Employee Signature: _____ Supervisor Signature: _____

Date: _____

Date: _____

Comments: