

Human Resources

Employee Separation Checklist

Purpose: The following checklist is provided to assist all Washburn employees with the exit process. Departing employees have an obligation to return all Washburn University property issued to them and to settle all outstanding accounts.

Supervisors: Please complete the following checklist with the departing employee and ensure action items have been completed.

Employee Name

Yes or N/A (not applicable)Please verify that you have completed the following IDateAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessBuilding Office Gate Card Hang Tag Other assigned keysAccessAccessAccessWUID (iCard) Complete form to request reimbursement of any balance on iCard. (Bod Bucks)Purchasing CardPurchasing CardAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccessAccess <t< th=""><th></th><th></th><th>Employee Checklist</th><th></th></t<>			Employee Checklist		
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Radios Please list additional items: Other Property Uniforms Tools			iPad	Laptop	
Other Property Uniforms Tools			Pager	Tablet	
Other Property Uniforms Tools			Radios		
Uniforms Tools			Please list additional items:		
Tools			Other Property		
			Uniforms		
Please list additional items:					
			Please list additional items	5:	

I affirm all Washburn University equipment and/or property assigned to me has been returned.

Employee's Name

Employee's WIN

Department Name

	S	Supervisor Checklist		
Date	Yes or N/A (not applicable)	Please verify that you have co following ☑	ompleted the	
		Received returned keys		
		Building Office Gate Card		
		Hang Tag		
		Other assigned key	ys	
		Received WUID (iCard)		
		Received Purchasing Card and notified Finance to deactivate card.		
		Received Technology Devices		
		Cell Phone iPad Pager Radios Please list additional item	Camera Laptop Tablet ns:	
		Received other property		
		Uniforms Tools Please list additional items	ï	

Complete Notification of Change in Status (NOCS) form and return with checklist to:

- HR office for Staff employees
- VPAA office for Faculty employees

Supervisor Comments: