

SEPARATION CHECK LIST - FOR SUPERVISORS



EMPLOYEE NAME (Last, First Middle)	DEPARTMENT
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INSTRUCTIONS

Complete the items below to ensure a smooth transition for employees separating from the university. Sign and return to Human Resources for documented confirmation of a successful separation.

FOR THE EMPLOYEE

Please discuss the following with the employee.

DATE COMPLETED

If the employee hasn't already done so, ask him or her to provide a letter of resignation that includes a reason for leaving as well as the last day of work.

**Forward the letter of resignation to Human.Resources@tamucc.edu.*

Ensure the employee is provided the [Separation Checklist-For Employees](#).

Set up a plan for knowledge transfer and transition of work to other employees.

SUPERVISOR

The supervisor is responsible for the items below.

DATE COMPLETED

Delete or copy any personal electronic files that the separating employee may have.

Data and information stored on computers or personal devices has been deleted or returned by employee

Contact Information Technology Service Desk (x2692) if immediate account termination is required. Unless otherwise requested, IslandID accounts are automatically disabled when employee separation is fully processed in Workday.

Contact Information Technology Service Desk (x2692, ithelp@tamucc.edu) to request out of office message be set or request access to former employee's email

Review and approve time off entries to ensure all leave has been accounted for and that leave balances are accurate.

**Vacation and FLSA Compensatory time is paid out to the employee based on this information.*

Ensure University property has been returned to the appropriate department:

- Cell phones
- Credit cards
- Business Cards
- Tools/other equipment
- Computer equipment
- Library
- SandDollar Card
- Uniforms

Verify employee has turned in University issued keys to UPD and any keys for department file cabinet(s) and/or other keys are collected.

SIGNATURE

Sign, date, and return to Human Resources.

I have confirmed all steps necessary for a successful separation of employment have been completed.

Signature of Supervisor

Date

An E-mail Notification will be sent to the departments below notifying them of the employee's separation. If your employee needs access to email or computer programs after their termination date you need to notify the appropriate department so access is not terminated.

- Accounting
- Admissions & Records
- Bursar Office
- Telecommunications
- EDCS
- Facilities Services
- Human Resources
- Information Technology
- Library
- Mail Services
- Payroll Office
- Purchasing
- Recreational Sports
- SandDollar Office
- Travel Office
- University Police