University General Division (Campus)

Employment Separation/Department Transfer Checklist
for Employees

(Faculty, staff and administrative employees' voluntary resignations, retirements, terminations

_____ Any other University-issued property, as applicable.

_____ Remove all personal belongings from applicable work areas.

USA Computer Software/Hardware Security and Access

Note: Under no circumstances should University business-related files be deleted from University computers or servers.

_____ Identify location and access to all computerized information/saved files.

_____ Contact Computer Services Center regarding removal of any USA-licensed software from your personal home computer, if applicable.

_____ Unsubscribe to listserves related to your employment.

University Research

As applicable, meet with the Office of the Vice President for Research and Economic Development to obtain clearance and execute all applicable agreements regarding:

_____ Grants and contracts

_____ Patents

_____ Inventions

_____ Special government security clearances

_____ Human and animal protocol projects and approvals, when applicable for transferring equipment and for release of laboratory notebooks.

Safety and Environmental Services

_____ As applicable, speak with your supervisor and/or contact your Safety and Environmental Services Department regarding the handling of any controlled materials such as chemicals, lasers, radiation, biohazards upon your separation.

Employee Printed Name: _____

Employee Signature: _____

J-Number: _____

Date: _____

Supervisor Printed Name: _____

Supervisor Signature: _____

Date: _____