EMPLOYEE SEPARATION CHECKLIST
(FOR THE SUPERVISOR)

Instructions: The immediate supervisor or Department HR Liaison must initiate this form and complete Section 1 as soon as notice is received from the employee. Section 2 should be completed on or before the last day of employment along with the property Clearance Checklist. The department should retain the completed form for 3 years.

G# | Name (Last, First, Middle)
---|--------------------------

**Job Information:**

<table>
<thead>
<tr>
<th>Position #/Suffix #</th>
<th>Separation Date</th>
<th>Department</th>
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**Section 1**

-     Classified Separation Form/Faculty Separation Form is sent to Human Resources & Payroll (MS 3C3)
-     Letter of Resignation is sent to Human Resources and Payroll

**Section 2**

-     Property Clearance Checklist is completed on employee’s last day of work

**Completed by**

Signature __________________________ Printed Name & Title __________________________ Date __________