

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)
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Job Information:

Position #/Suffix #	Separation Date	Department

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