

**EMPLOYEE DEPARTURE CHECKLIST**

- Supervisor notifies Human Resources as soon as notice of departure is received.
- Checklist is completed by the supervisor of the exiting employee.
- Checklist is signed by employee and supervisor.
- Human Resources will arrange for systems access removal (e-mail, voice mail and Banner).
- Human Resources will notify supervisor of any off campus equipment assigned to employee.
- **Forward completed signed checklist to Human Resources at [hr@westfield.ma.edu](mailto:hr@westfield.ma.edu).**

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Last day of work: \_\_\_\_\_

Human Resources notified of departure date and provided with copy of any written notice.

**Collect the following items on last day of work:**

**Yes    N/A**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Keys ( Office _____ , Tech. Key _____ , Desk _____ , File Cabinets _____ , Other _____ )<br><b><i>Please submit a work order to Locksmith through <a href="http://myschoolbuilding.com">myschoolbuilding.com</a> verifying location of keys turned in by departing employee.</i></b> |
| <input type="checkbox"/> | <input type="checkbox"/> | Campus I.D. (Send to the Campus Card Office, Ext. 8184)  |
| <input type="checkbox"/> | <input type="checkbox"/> | P-card (Send to Gary Duggan, Procurement and Administrative Services, Ext. 5243)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Library materials (Return to Library)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Tools  |
| <input type="checkbox"/> | <input type="checkbox"/> | University equipment (Laptops, Tablets, etc.)**  |

\*\*If any University equipment will be moved to a different location (Room #), notify Financial Accounting at ext. 8523 or [accounting@westfield.ma.edu](mailto:accounting@westfield.ma.edu).

**Miscellaneous Items**

**Yes    N/A**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Petty Cash (If employee has petty cash responsibility, contact Financial Accounting, Ext. 8523) |
| <input type="checkbox"/> | <input type="checkbox"/> | Open purchase orders in employee's name (Notify Procurement Office, Ext. 5245)                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____   |

By signing below, the employee and supervisor both agree that all items belonging to the University have been returned.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or Designee

\_\_\_\_\_  
Date