

Separation/Termination Check List

Involuntary Separation/Termination	
1) Notify Human Resources/Student Employment Manager	<input type="checkbox"/>
2) Set up & meet with the student (if possible)	<input type="checkbox"/>
3) Complete Separation Form - send to HR	<input type="checkbox"/>
4) Obtain Final Timesheet - send to HR	
a) NOTE: Obtain all signatures	<input type="checkbox"/>
5) Collect any Keys, FOB's and University property	<input type="checkbox"/>
a) Notify AHEC to remove swipe card/FOB access	<input type="checkbox"/>
6) Notify IT Help Desk to -	
a) Turn off "Administrative Computer" access, including departmental drives	<input type="checkbox"/>
b) Turn off "Banner" access	<input type="checkbox"/>
c) Turn off Site Manager" access (if applicable)	<input type="checkbox"/>
7) Remove access to any other departmental specific computer programs (such as but not limited to: time clock software, social media sits, etc.)	<input type="checkbox"/>

Voluntary Separation	
1) Set up & meet with the student (if possible)	<input type="checkbox"/>
2) Complete Separation Form - send to HR	
a) Timesheet will be processed through the normal payroll process	<input type="checkbox"/>
3) Collect any Keys, FOB's and University property	<input type="checkbox"/>
a) Notify AHEC to remove swipe card/FOB access	<input type="checkbox"/>
4) Notify IT Help Desk to -	
a) Turn off "Administrative Computer" access including departmental drives	<input type="checkbox"/>
b) Turn off "Banner" access	<input type="checkbox"/>
c) Turn off "Site Manager" access (if applicable)	<input type="checkbox"/>
5) Remove access to any other departmental specific computer programs (such as but not limited to: time clock software, social media sits, etc.)	<input type="checkbox"/>