## EMPLOYEE SEPARATION CHECKLIST

### I. Purpose

This Checklist is to be used to ensure return of all University property and financial obligations are resolved. Return of all University property is the responsibility of the supervisor. When all items have been returned/addressed satisfactorily, both the supervisor and employee are to sign this form and send it to Human Resources to be included in the employee’s personnel file.

### A. Electronic and Data Storage Devices

<table>
<thead>
<tr>
<th>Item</th>
<th>Employee</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electronic Devices and Accessories (desk tops, laptop, printer, etc)</strong></td>
<td>Return to the Department</td>
<td>Contact technical support if devices need to be reset before assigning to another employee.</td>
</tr>
<tr>
<td><strong>CDs, Flash Drives with BSU data, or other University owned items</strong></td>
<td>Return to the Department</td>
<td>Address with Employee, ensure return of data</td>
</tr>
</tbody>
</table>

### B. Physical Access

<table>
<thead>
<tr>
<th>Item</th>
<th>Employee</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Keys (building keys, internal keys, keys to files and desk)</strong></td>
<td>Return to the Department</td>
<td>For building keys, return to FOAM and notify them of pending exit. For internal keys, return to the business administrator of the department.</td>
</tr>
<tr>
<td><strong>Building Access</strong></td>
<td>No action required</td>
<td>Email Access Control with the Employee Name and ID to notify of pending exit. Access will be rescinded after 5:00 PM of the employee’s last day of work</td>
</tr>
<tr>
<td><strong>Combination Keypad Locks</strong></td>
<td>No action required</td>
<td>Keypad locks are generally changed when an employee leaves the department. Email FOAM at SVC REQS, or the assigned Building Locksmith to the department and notify that a work order has been submitted. Be ready to give him a new access code.</td>
</tr>
</tbody>
</table>

### C. Purchase Tools

<table>
<thead>
<tr>
<th>Item</th>
<th>Employee</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P-Card</strong></td>
<td>Return the P-Card to the Department</td>
<td>Go to <a href="https://app.smartsheet.com/b/form/1dd579d5bf4244d29ec4d3f3c4d47d62">https://app.smartsheet.com/b/form/1dd579d5bf4244d29ec4d3f3c4d47d62</a> to complete the request. Select Card Maintenance Request/Close Card and follow instructions on the form.</td>
</tr>
<tr>
<td><strong>WEX Fuel User Card Access and PIN Deactivation</strong></td>
<td>Return the WEX Fuel Card to the Department</td>
<td>To deactivate an employee's fuel PIN, follow the steps listed in Managing WEX Drivers SOP/Notes (1) or email: WEX Fuel Management or Whitney Thornton</td>
</tr>
</tbody>
</table>

### D. Communication and Information Access

<table>
<thead>
<tr>
<th>Item</th>
<th>Employee</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mobile Phone</strong></td>
<td>Return phone if it is department property.</td>
<td>Collect the phone, if applicable.</td>
</tr>
<tr>
<td><strong>Employee Email</strong></td>
<td>Review existing messages. Forward or resolve any pending messages</td>
<td>No need to request for service. Access ends at 5:00 PM on the employee’s last day in the department.</td>
</tr>
</tbody>
</table>
**Fileshare, PeopleSoft, Bronco Hub, and other Computer Access**

**Employee**
No action required

**Supervisor**
Prior to Term Date, visit [https://www.boisestate.edu/oit-accounts/requests/](https://www.boisestate.edu/oit-accounts/requests/) and follow the steps for Separation

**Desk Phone and VoiceMail Access**

**Employee**
Review existing messages. Forward or resolve any pending messages

**Supervisor**
Go to [http://support.boisestate.edu/](http://support.boisestate.edu/) fill out the Telephony/Fax Service Request Form choosing Cancel Existing Telephony/Fax Service from the dropdown. Submit the Request Order.

**E. Other Obligations**

**Library Books and Materials**

**Employee**
Return all borrowed books and material to the Library. Outstanding fees will be deducted from final paycheck

**Supervisor**
No action required

**Tuition Fee Waiver**

**Employee**
If you and/or an eligible family member are taking classes on a fee waiver email HR Benefits or call HR at (208) 426-1616 to determine if you are required to pay the full amount of fees required for enrollment. You will be notified by Payments & Disbursements of the amount owed if applicable.

**Supervisor**
No action required

**Moving Expense**

**Employee**
If you voluntarily resign your position, you may be required to pay back all or a portion of any moving reimbursement expenses you received. Contact the Office of Relocation for details. Repayment may be deducted from your final paycheck.

**Supervisor**
No action required

**Instructional or Professional Documents**

**Employee**
Change ownership of any Google Drive Documents or move to a Google Shared Drive. Inform supervisor where documents are kept.
Remove any documents not needed by the department.
Change ownership of any shared calendars.

**Supervisor**
No action required

**F. Recommended**

**Employee Exit Survey**

**Employee**
Complete the Employee Exit Survey [https://boisestate.az1.qualtrics.com/jfe/form/SV_cGcfd5JHfZJ5fo](https://boisestate.az1.qualtrics.com/jfe/form/SV_cGcfd5JHfZJ5fo) on or before your last day at work

**Supervisor**
No action required

**II. Acknowledgment**

*My signature signifies that all Boise State University property has been returned and any financial obligations settled.*

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Supervisor's Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
</tbody>
</table>