KENT STATE UNIVERSITY

Kent State ID Number _____

Checklist for Terminating/Transferring Employees

Instructions

- **The employee's supervisor is responsible for completing this checklist no later than the employee's last day of employment.**
- **Please initial each item as it is completed.**
- **Indicate N/A on the line if it does not apply to the employee.**
- **Both the employee and the supervisor should sign the form when complete.**

_____1. Complete the Notification of Separation (NOS) workflow as soon as a separation notice or resignation/retirement letter is received from the employee. ***The NOS workflow should be completed for ANY employee leaving the university*****,** including temporary or term employees**.** ***The NOS workflow is not to be completed for a transferring employee***. To complete the NOS workflow, log into Flashline, select Employee, then Workflows, then HR & Employee Workflows.

_____2. Send letter of resignation or retirement to Human Resources Records (for classified or unclassified staff) or Academic Personnel (for faculty). For retiring employees also include the "Request for Sick Leave Conversion Form" http://www.kent.edu/hr/request-sick-leave-conversion-upon-retirement. These documents can be attached to the NOS.

_____3. Determine if third party e-mail access is necessary; such as additional access for the department to the employee's e-mail account for crucial on-going business or a need for the employee to retain an e-mail account after separation. This request must be authorized by the employee's direct supervisor and department head. If necessary, complete the Third-Party access form located at the link below and send to Information Services, Security and Access Management. http://www.kent.edu/is/request-3rd-party-email-access

_____4. Assure that all outstanding leave has been submitted and approved.

_____5. Remind employee to clear any outstanding accounts on campus (i.e., parking and/or library fines, etc.).

_____6. Acquire employee's FLASHcard and return to the FLASHcard office (first floor of Kent Campus Student Center).

_____7. Collect any parking permits, including service permits. Return parking permit to Parking Services (Schwartz Center).

_____8. Collect any university keys issued to the employee: key card, building access, including deactivating code(s) on the building security access system(s) (if applicable).

_____9. Obtain any university equipment or other materials assigned to the employee; e.g. uniforms, tools, computer equipment, cell phone, laptop, etc. (if applicable).

_____10. Acquire any credit card(s); e.g., purchasing card and return to Accounts Payable (if applicable).

_____11. Review workflow approver details. May need to notify: Accounts Payable (expense reimbursement approver), Human Resources (leave approver, PRA or ETW workflow approver), etc. (if applicable).

_____12. Remove the employee's authorized signature from budget(s), bank accounts, etc. (if applicable).

_____13. Collect any petty cash/change fund(s) assigned to employee and reconcile balance (if applicable).

_____14. Send or email this completed checklist to Human Resources Records or Academic Personnel, both departments are located in Heer Hall at the Kent campus.

_____ _____

Supervisor Signature Date Employee Signature Date

_____ _____

Department Employee Name (Please Print)

Revised: 03/04/05, 2/20/09, 09/02/10, 06/06/11, 5/1/12, 2/22/17