



STAFF/ FACULTY DEPARTURE CHECKLIST

Departing employee and supervisor are to complete this checklist together and submit to the Office of Human Resource Services upon completion.

Supervisor's Checklist:

- Complete the "Notice of Departure" form and submit to the Office of Human Resource Services.
- Computer access will be deactivated upon Information Technology's receipt of notification of end of employment. [Link to Google Account Policy](#) *Contact the Director of Human Resource Services only if deactivation needs to occur immediately.
- If supervisor/department will need to access their departing employee's Valparaiso University Google account and/or drives, please submit your request for access on the "Notice of Departure" form.
- Remove employee from appropriate lists:
 - Department mailing list
 - Department emergency notification list (emergency phone tree)
- Send any additional personnel information/files to the Office of Human Resource Services

Employee's Checklist:

- Check and clear phone voicemail
- Ensure that University equipment is returned and the financial matters addressed. This includes:
 - Computer, including laptops
 - Keys need to be returned by the employee to Facilities Management Services
 - Computer loan account settled, check with Finance Office
 - University credit cards
 - University vehicle parking pass
 - Interlibrary loan materials returned to Library Services
 - OneCard
- Complete the "Exit Interview Questionnaire"
- Retrieve and save any needed personal information from Google Account and drives

Signatures:

Supervisor Name: _____ **Signature:** _____ **Date:** _____

Employee Name: _____ **Signature:** _____ **Date:** _____