



Separating Procedure Checklist

Name: _____ MSU ID Number: _____

Department: _____ Supervisor: _____

 New Mailing Address City State Zip

Mississippi State University has the authority to deduct from an employee's final check any unpaid amount for property which was not returned, any overpayment of wages, and any other unpaid debts to MSU.

The following list will document property issued to an employee during their employment at Mississippi Sate University. At the time of transfer or separation, this checklist will serve as a reminder of property that needs to be returned.

	Date Returned	Property Not Returned	Amount
Office Keys/Identification Card			
Computer/Software/Data (Files)/Other Electronic Devices (attach list)			
Cell Phone/Pager/Radio			
Procurement Cards			
Uniforms			
Books/Materials/Lab Notebooks (attach list)			
Tools/Equipment (attach list)			
Other MSU Property (attach list)			

The following statements are reminders of specific actions to be taken when employees separate/transfer from a unit/department.

	YES	NO	NOT APPLICABLE
Completion of the Employment Action Form	[]	[]	[]
Payment of terminal leave.....	[]	[]	[]
Payout of unused compensatory time	[]	[]	[]
Cancellation of the departmental LDS administrative number.....	[]	[]	[]
Remind employee to cancel LDS personal account.....	[]	[]	[]
Cancellation of corporate credit card.....	[]	[]	[]
Cancellation of travel calling card	[]	[]	[]
Cancellation of BANNER access	[]	[]	[]
Cancellation of access codes to building	[]	[]	[]
Cancellation of computer system access/passwords.....	[]	[]	[]
Confirmation of mailing address for W-2	[]	[]	[]
Referred employee to HRM concerning discontinuance of benefits	[]	[]	[]
Referred employee to Parking Services for surrender of parking permit and cancellation of associated accounts receivable charges.	[]	[]	[]
Forwarded departmental personnel file to HRM	[]	[]	[]