**Separation from Employment Information**

When Separation from Employment as defined in MSU 60.405 occurs, the responsible administrator is responsible for the following:

* auditing the employee’s pay and leave,
* ensuring that all access to computer systems, sensitive information, buildings, rooms, keys, and any other access granted by virtue of the employee’s employment is removed;
* completing the terminating Employment Action Form (this form must be completed, approved and received by Human Resources Management in advance of the payroll due dates provided by the MSU Payroll office in order to avoid overpayments), and
* forwarding the employee’s departmental file to the Department of Human Resources

Management for retention.

To assist in completing these obligations, the following are items that should be considered. Not all employees will require all of the following, but it is recommended that the responsible employee consider each category during the process. There may also be other actions that should be taken based on the employee’s position. It is the responsibility of the administrator to ensure that such actions are completed. A checklist is also included with this information; which may be useful in completing this process.

Return of University Property: All university property that the employee has because of his/her employment should be returned. These items might include, among others:

* office keys (including lab, desk, cabinet and storage area keys) or any other access mechanism (including deactivation of door codes or electronic entry);
* procurement cards;
* any equipment, supplies, tools, electronic devices, computers, software, tablets, etc.;
* MSU uniforms; and
* MSU ids and parking passes when an employee has been discharged.

Electronic Access: All access to departmental matters should be cancelled unless there are extenuating circumstances requiring access to continue. These items might include, among others:

* Termination of Banner access;
* Termination of any other MSU systems;
* Termination of any access rights to departmental software, subscriptions, etc.;
* Termination of access to all departmental shared drives (ensure that all information on any local drive is transferred to an accessible location);
* Termination of electronic door access;
* Consider discontinuing voice mail or plan for recovery of messages left for departing employee; and
* Change any passwords or log ins necessary to protect security.

HRM Matters: The following actions should also be taken:

* Completion of an Exit Interview and distribution of the Exit Survey;
* Completion of the Employment Action form; and
* Auditing leave and compensatory time.

Separating Checklist

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MSU ID Number: \_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Mailing Address City State Zip

Checklist completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MSU has the authority to deduct from an employee’s final check any charges or amounts resulting from property that is not returned, any overpayment of wages, and any other unpaid debts to MSU.

**THE FOLLOWING AREAS SHOULD BE CONSIDERED FOR ANY EMPLOYEE SEPARATING FROM MSU:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTION** | **DESCRIPTION OR OTHER DETAILS** | **DATE**  | **N/A** | **INITIALS**  |
| Office keys (including desk, cabinets, storage areas) returned |  |  |  |  |
| Procurement card returned |  |  |  |  |
| MSU equipment, supplies, tools, electronic devices, computers, software, etc. returned |  |  |  |  |
| MSU uniforms returned |  |  |  |  |
| Employment Action Form completed |  |  |  |  |
| Leave audited  |  |  |  |  |
| Compensatory time audited |  |  |  |  |
| LDS number cancelled  |  |  |  |  |
| Electronic access termination paperwork submitted (i.e., Banner, other MSU systems, subscriptions) |  |  |  |  |
| Building access cancelled |  |  |  |  |
| Forwarding address confirmed |  |  |  |  |
| Departmental personnel file forwarded to HRM |  |  |  |  |
| Log-ins and passwords changed |  |  |  |  |
| All departmental information transferred to shared drives |  |  |  |  |
| Voice Mail discontinued |  |  |  |  |
| ID card returned |  |  |  |  |
| Unexpired parking pass returned |  |  |  |  |
| Exit interview conducted  |  |  |  |  |
| Exit survey completed |  |  |  |  |