Manager Checklist for Faculty/Staff Separation

This checklist is for a manager whose regular, partial year and temporary faculty employment is changing due to resignation, termination, retirement, death or transferring to another USG Institution.

Employee Name   Effective Date   Department

Supervisor or Department Responsibilities before the employee transfers to another department:

N/A   Completed

Submit termination request in OneUSG manager self-service - See link for job aid:
https://hr.kennesaw.edu/oneusg/videos-job-aids.php

Collect all department issued KSU property, including uniforms, building keys, desk keys, P-Card, vehicles, etc.

Return P-Card to Office of Procurement and Contracting, P-Card Administrator, and work with Procurement to establish a new P-Card for the department.

Approve the separating employee's final time-sheet.

Contact KSU Police and submit a police report for any lost, stolen or otherwise unaccountable IT items assigned to the employee that the employee did not return to the supervisor or department before leaving- if the employee did not already submit a police report.

Work with the employee to forward any emails needed for departmental operations to the appropriate individual(s) and place automatic reply on the account directing inquires to the appropriate contact. **All emails and OneDrive data will be deleted after 30 days after separation.

Work with employee on sharing all files needed for departmental operations with the appropriate individual(s and copy shared files to the appropriate locations.
**All email and OneDrive data will be deleted 30 days after separation.

Work with employee to transfer the administration of applicable Microsoft Teams to the applicable individuals.

To view employee's assigned equipment go to https://service.kennesaw.edu/sp
Login and click on **Assets->Personal** (in the upper right of the navigation bar).

Collect employee's assigned laptops, desktop, mobile device, printer, server, etc designated devices and submit the Return IT Assets to UITS form.

Collect employee's assigned Department purchased devices and submit the Re-Assign IT Assets form.

Submit the Report a Technical Issue form for any items lost, stolen, or otherwise unaccountable IT items. Attach a copy of the KSU Police report when submitting the form.

Submit the Application Access Request from to remove employee's access to any proprietary software used by the department or group, such as SAS, Banner, Nolij, PeopleSoft, ePro, OwlPay, etc.
**The form must be submitted for each individual application.

Submit the Application Modification Request form to transfer ownership of close out of email resource accounts owned/managed by this employee.

Submit the Application Access Request to remove employee from any department distribution list and/or resource account in which they are members.

Comments:

Complete and sign this form. Return this completed form KSU Human Resources.

Supervisor/Department Representative Signature   Date