KENNESAW STATE UNIVERSITY
HUMAN RESOURCES

Faculty/Staff KSU Separation Checklist

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

Employee Name | Transfer Effective Date | Department

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

N/A	Completed	
☐	☐	Submit written notice of termination to supervisor.
☐	☐	If you worked in a temporary position covered by Georgia Defined Contribution Plan (GDCP) and wish to obtain a refund of your contributions, please complete the GDCP refund application form and bring the signed original to HR (an electronic copy is not accepted- original signature is required).
☐	☐	Settle any outstanding debts to appropriate campus units, including parking violations, tuition expenses, petty cash, cash advances, etc.
☐	☐	Return KSU ID to your supervisor.
☐	☐	Settle any outstanding travel reimbursement transactions.
☐	☐	Return all University Library materials and reconcile any outstanding fines and fees.
☐	☐	Remove all personal items from your work area.
☐	☐	View your assigned equipment at https://kennesaw.service-now.com/ Login and click on **Assets->Personal** (in the upper left of the navigation bar).
☐	☐	Return all items identified to your supervisor prior to your last day. This includes items such as Windows/ Mac desktops, laptops, monitors, tablets, cables, power supplies, printers, scanners, fax machines, audio visual(AV) equipment, mobile phones, etc.
☐	☐	If you are unable to locate an IT asset assigned to you, contact the KSU Service Desk for assistance in tracking the device's service history. If the device is lost, a KSU Police report will be necessary for documentation purposes.
☐	☐	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.
☐	☐	Return all department issued equipment to supervisor or representative including uniforms, building and/or desk keys, P-card, KSU vehicle and keys, etc.
☐	☐	If moving, update address in OneUSG Self-Service prior to effective date.
☐	☐	Assign a delegate for any room reservations made in the Event Management System (EMS) to make any edits if needed.
☐	☐	Work with supervisor to forward any emails needed for departmental operations to the appropriate individual(s). Place automatic reply on email- directing inquiries to the appropriate person. **All email and OneDrive data will be deleted 30 days after separation.
☐	☐	Transfer the administration of applicable Microsoft TEAMs to the applicable individual(s)
☐	☐	Share all files needed for departmental operations with the appropriate individual(s).
☐	☐	If you are a member of any committee, serving on or leading a major initiative, please notify the appropriate individual (e.g, a supervisor or the individual in charge of organizing committees), for continuity purposes.

Complete and sign this form. Return this completed form KSU Human Resources. Please note, if applicable, exit appointment information will only be shared with a supervisor if an employee indicates his/her approval to do so.

Comments:

Employee Signature | Date

Supervisor/Dept. Representative Signature | Date