Michigan Technological University

Separation/Transfer Checklist

Purpose of form:

This form is used to remove access and retrieve departmental equipment for any regular employee leaving their current department or leaving the University.

Regular Employee (Mandatory Information)

Name

Department

Is this person a WEBTIME ENTRY approver?

If YES, a *Change Employee's Webtime Entry Approver EPAF* must be submitted prior to the employee's end date, for each employe they approve. **NOTE:** all proxy access will also be removed on the end date.

Faculty Use Only:

Intent to separate form completed ○ Yes ○ No

Indicate Transfer or Separation

Transferring ○ Transfer Date

Separating ○ Last Work Date

EPAF Submitted (for separation) ○ **Yes** ○ **No**

Date resignation letter received

Resignation letter sent to HR ○ Yes ○ No

Items to be collected (if applicable)

	Date collected	Initial
☐ Purchasing Card (notify Purchasing at purchasing@mtu.edu)		
☐ Parking Tag (return to Transportation Services)		
☐ All Keys ☐ Departmental issued keys (update internal record)		
☐ University issued keys (return to Public Safety)		
☐ University Equipment (laptop, radios, uniforms, ITID badges, safety equipment, guns, phones*) **Contact Telecom at* it-help@mtu.edu *or (906) 487-1111*		

Access (if applicable)

	Date collected	Initial
☐ Revoke ID card access (email card-access@mtu.edu)		
☐ Revoke BANNER access		
☐ Student ☐ Financial Aid ☐ Finance ☐ Human Resources ☐ Alumni		
☐ Revoke Departmental systems and drive accesses		
☐ Revoke third party systems access		

Access checklist continues on second page

Access (if applicable, cont'd)

	Date collected	Initial
☐ Remove from mailing lists*		
☐ Remove from shared calendars and documents		
☐ Change safe combinations		
☐ Change security codes		
☐ Change shared passwords		

** Ask employee to remove themselves from mtu-l lists, Google Groups, and external mailing lists. Instruct departmental employee on how to remove person from shared documents and calendar share.*

Departmental Follow-up

	Date collected	Initial
☐ Notify Telcom of necessary changes/updates by e-mailing it-help@mtu.edu (phone display, voice mail, routing)		
☐ Update departmental web site		
☐ Notify mail room of departure		
☐ Compute comp. time before final paycheck		

Academic Department Use Only:

During your employment at Michigan Tech, did you conduct work in a laboratory, shop or similar facility either on or off campus?

◯ Yes ◯ No If YES, please complete the **Academic/Research Employee Exit Form** by following this link.

Employee Follow-up (upon departure)

	Date collected	Initial
☐ Instruct employee on how to handle work-related emails that continue to be received		
☐ Schedule Benefits exit meeting		
☐ Update any change of address in Banweb (forwarding address for items like W-2, etc.)		

Employee Signature _____ Supervisor Signature _____

Instructions to submit - Please submit completed Separation/Transfer Checklist to Human Resources, 2nd Floor, Lakeshore Center.