

Departure Checklist for Managers

Items to be turned in to Ryan Soard

Keys for Desk/Filing Cabinets
 Office/Department/Building access (WildCard)

Yes	No	N/A

Phone system

Contact [Ryan Soard](#) to discuss voicemail deactivation options

Yes	No	N/A

University property to be turned in

Laptop or other computers
 Equipment at home (computers, printers, etc.)
 Documentation and/or manuals
 P-card or AMEX corporate credit card

Yes	No	N/A

Payroll/FASIS Updates

Direct employees to complete Kronos timesheet, enter all time off, etc.
 Approve Kronos timesheet for both exempt and non-exempt employees

Yes	No	N/A

Miscellaneous

Outstanding travel or other reimbursements to be paid
 Computer file passwords given to dept./personal info removed
 Notify International Office if employee is on Visa
 Deliver any service excellence awards prior to staff member's last work day, as applicable

Yes	No	N/A

Enterprise system access

Deactivate E-recruit and Cognos position management, if manager
 Deactivate NUFInancials access
 Deactivate FASIS and Vista access
 Deactivate SES access
 If employee is transferring: remove employee from law SharePoint sites
 If employee is transferring: remove employee from any shared email address

Yes	No	N/A