

KANSAS STATE UNIVERSITY  
EMPLOYEE SEPARATION CHECKLIST

Employee Name	Employee ID	Department Name	Separation Date
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Ensure that the separating employee attends to the following clearance obligations:

- \_\_\_\_\_ Return or make satisfactory arrangements for all items obtained from the KSU Libraries.
- \_\_\_\_\_ The department must obtain the KSU identification card. If the employee will remain in the area, forward the card to the I.D. center, KSU Union, for possible future use. If the employee is moving out of the area and does not intend to return to employment at KSU, destroy the card. Retiring employees may keep the I.D. card by presenting it to the I.D. center and having the card so notated.
- \_\_\_\_\_ Return to the department or make satisfactory arrangement for all keys issued by the University Key Control & Distribution and any other department keys. The department should then forward keys to the University Key Control & Distribution, 109 Dykstra Hall.
- \_\_\_\_\_ Instruct the employee to pay or make satisfactory arrangement for all traffic misuse fees. Obtain and return the employee's Parking Permit to Parking Services (108 Edwards Hall).
- \_\_\_\_\_ Radioisotopes must be disposed of or accounted for. (For faculty members with the rank of instructor and above employed in the departments of Biochemistry, Biology, Chemistry, Geology, Physics, Cooperative Extension, or any department in the Colleges of Agriculture, Engineering, or Veterinary Medicine.) (Contact the Division of Public Safety for additional information.)
- \_\_\_\_\_ Obtain all KSU property such as uniforms, tools, books, etc. from the employee.
- \_\_\_\_\_ Instruct the employee to repay any KSU Foundation travel or accommodation loans.
- \_\_\_\_\_ Arrange for repayment of any unmet sabbatical leave obligations.
- \_\_\_\_\_ Obtain the UMB VISA Business Travel Card (including retirees), cut the card in half and forward it to the Division of Human Resources, Payroll & Employee Data, 103 Edwards Hall.
- \_\_\_\_\_ Obtain VISA Business Procurement Card, cut the card in half and return it, along with a completed "UMB Bank-Action Request" form, to the Controller's Office, Purchasing, 21 Anderson Hall (if applicable).
- \_\_\_\_\_ Delete access from all systems connected with the university on the appropriate form, such as HRIS, BRS, FRS, SIS, SFA, Network access and Foundation's SUMMIT and forward to the appropriate department.
- \_\_\_\_\_ Ask the employee to complete the Authorization to Release Information form, if desired, and retain in departmental files. Please refer to KSU PPM Chapter 4010, Employment Verifications and References.
- \_\_\_\_\_ Provide to faculty and unclassified professional employees a copy of the Human Resources Exit Interview Letter appropriate to their type of separation (resignation or retirement) found at:  
[http://www.ksu.edu/hr/forms/exit\\_letter\\_resign.pdf](http://www.ksu.edu/hr/forms/exit_letter_resign.pdf)  
[http://www.ksu.edu/hr/forms/exit\\_letter\\_retire.pdf](http://www.ksu.edu/hr/forms/exit_letter_retire.pdf)
- \_\_\_\_\_ Advise employee to forward @ksu.edu e-mail to another address, unsubscribe from mailing lists, copy personal web pages and e-mail folders. Edit eProfile settings at [www.eid.k-state.edu](http://www.eid.k-state.edu) and visit Leaving K-State at <http://www.ksu.edu/infotech/leaving/>
- \_\_\_\_\_ Advise employee about access to K-State resources ending at separation. "All electronic data solely controlled and owned by this eID stored on central servers will be deleted 180 days after eligibility to access this data ceases."  
<http://www.k-state.edu/policies/ppm/3450.html#duration>

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

When completed, file this form in the department personnel file. **(Do not return this form to Human Resources.)**