

Kansas State University College of Veterinary Medicine
Employee Separation Checklist

Employee Name

Department

Last day of employment

- Turn in resignation letter to immediate supervisor.

- Advise payroll personnel of forwarding address. Cancel payroll direct deposit. Complete shared leave donation form if you would like to donate any unused leave. Delete HRIS access if appropriate. Return UMB VISA Business Travel Card (including retirees), cut the card in half and forward it to the Division of Human Resources, Information Management, 103 Edwards Hall. _____ Initialed by payroll personnel, 102 Trotter

- Return or make satisfactory arrangements for all items obtained from K-State Libraries. _____
Initialed by VML staff

- Meet with CaTS at 406 Trotter Hall for check out procedures. _____
Initialed by CaTS dept

- Turn in College of Veterinary Medicine ID to Facilities, 16 Trotter Hall _____
Initialed by Facilities staff

- 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. _____ Initialed by Department Head staff

- Return all keys issued by the University and any other department issued keys to the Department Head office.
_____ Initialed by Department Head staff

- Pay or make satisfactory arrangements for all traffic misuse fees. Return parking permit to KSU Parking Services.
_____ Initialed by KSU Parking Services, 1 Parking Garage.

- Return all KSU property such as uniforms, tools, books, etc. to appropriate offices. _____ initialed by supervisor

- Radioisotopes must be disposed of or accounted for. (Contact the Division of Public Safety for additional information) _____ initialed by Public Safety, Edwards Hall

- Repay any KSU Foundation travel or accommodation loans.

- Arrange for repayment of any unmet sabbatical leave obligations.

- 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 _____ Initialed by dept business office

- Delete access from all systems connected with the university on the appropriate form, such as BRS FIS, SIS, SFA, Network access and Foundation's SUMMIT and forward to the appropriate department. _____
Initialed by dept business office

Employee Signature / Date

Department Head Signature / Date

Return completed form to Amanda McDiffett, CVM Business Office, 102 Trotter