



Supervisor Separation Checklist

The following checklist will provide instructions for supervisors when a staff employee is separating from the university as well as important Human Resources information and departmental logistics. Please work with your employee and department to review and complete the checklist prior to your employee’s last day.

	TASK	DETAILS	CONTACT
	UPON NOTIFICATION		
<input type="checkbox"/>	Ensure employee completes the Voluntary Resignation form	Voluntary Resignation form	Office of Human Resources
<input type="checkbox"/>	Submit Separation PAF to Human Resources	PAF Form Please be sure to select the most appropriate termination reason code in Section 5.	Office of Human Resources
<input type="checkbox"/>	Collaborate with Employee regarding a plan to transition work and departure communication	Knowledge Transfer Checklist	Employee Department
	PRIOR TO LAST DAY		
<input type="checkbox"/>	Address any unit-specific offboarding processes and notify the unit IT director of the employee's separation date.	i.e., disable unit-specific system access, distribution list removal, Base access, etc...	Department/Unit IT Director
<input type="checkbox"/>	If in a supervisor role, submit “change in status” PAF to update supervisor name and delegate time/leave queues of any direct reports	For mass updates, please contact HR at HR@udayton.edu	Office of Human Resources
<input type="checkbox"/>	Ensure outstanding expense reports are submitted	Form and instructions	Employee Department
<input type="checkbox"/>	If in a supervisor role, ensure employee’s supervisory responsibilities are updated and transitioned	i.e. budgetary records, performance evaluations, time/leave approvals	Employee Department
	LAST FEW DAYS		
<input type="checkbox"/>	Ensure employee removes all personal items from workspace		Employee Department
<input type="checkbox"/>	Work with employee on drafting outgoing email and voicemail messages.	If business continuity requires additional access, please contact Human Resources.	Employee Department
<input type="checkbox"/>	Collect all Udit property and contact Udit for the next steps	i.e. laptop, cell phone, key fob, monitor, keyboard, tablet, etc...	Employee Department



<input type="checkbox"/>	Collect all other University property.	i.e., keys, uniforms, tools, etc...	Employee Department
<input type="checkbox"/>	Collect and shred University ID card, contact card access manager or One Card office to remove access	OneCard@udayton.edu . If separating employee is a retiree or student, they can obtain an updated ID card from the One Card Office	Campus Card Services
<input type="checkbox"/>	Remove other secured access	i.e., Department alarm system, safe, lockers, lock box. etc...	Employee Department
<input type="checkbox"/>	Return parking permit to Parking Services	Further information can be found on Parking Services website	Parking Services
<input type="checkbox"/>	Collect purchasing card, return/notify card administrator.	Email accounts payable to close p card account.	Department Card Administrator
<input type="checkbox"/>	Approve final time or leave report	Porches or other relevant timekeeping system (i.e. Kronos)	Employee Department
<input type="checkbox"/>	Update department website information (as applicable)		Employee Department