

Alfred University

EMPLOYEE SEPARATION CHECKLIST

Complete this document and return to your supervisor on your last day of work.

Employee: _____

Separation Date: _____

ALL EMPLOYEES

- | | |
|---|---|
| 1. Keys returned | _____
<i>Supervisor or Physical Plant</i> |
| 2. Parking Hang Tag returned | _____
<i>Public Safety, Physical Plant</i> |
| 3. All timesheets/leave reports submitted via BannerWeb | _____
<i>Via BannerWeb</i> |
| 4. New address/forwarding address sent to HR | _____
<i>Via Email</i> |
| 5. Return AU ID card to Supervisor or HR | _____
<i>Supervisor or Human Resources, Green Hall</i> |
| 6. All documents/files saved to the appropriate U: Drive location | _____
<i>Supervisor</i> |
| 7. All other AU/NYSCC property has been returned | _____
<i>Supervisor</i> |

ONLY COMPLETE IF APPLICABLE

- | | |
|--|---|
| 1. EHS visual inspection complete (Lab/Studio Employees) | _____
<i>EHS Coordinator, Myers Hall</i> |
| 2. Return of the One Card | _____
<i>Business Office, Carnegie Hall</i> |
| 3. Travel Expense Reports/Advance/Balance submitted | _____
<i>Account/Accounting Clerk, Carnegie Hall</i> |
| 4. RETIREES ONLY: Would you like to continue access to your AU Email address? <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |

I, _____ certify that I have returned all AU/NYSCC property.

Employee's Signature

Date

Supervisor's Signature

Date