

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

Human Resources (Non Stat) or Physical Plant (Statutory)
2. Parking Hang Tag returned

Public Safety, Physical Plant
3. All timesheets/leave reports submitted via BannerWeb

Via BannerWeb
4. New address/forwarding address sent to HR

Via Email
5. Return AU ID card to Supervisor or HR

Supervisor or Human Resources, Green Hall
6. All documents/files saved to the appropriate U: Drive location

Supervisor
7. All other AU/NYSCC property has been returned

Supervisor

ONLY COMPLETE IF APPLICABLE

1. EHS visual inspection complete (Lab/Studio Employees)

EHS Coordinator, Myers Hall
2. Return of the One Card

Business Office, Jordan Hall
3. Travel Expense Reports/Advance/Balance submitted

Account/Accounting Clerk, Jordan Hall
4. Notify Accounting Clerk of new account approver

Account/Accounting Clerk, Jordan Hall
5. RETIREES ONLY: Would you like to continue access to your AU Email address? Yes No

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

Employee's Signature

Date

Supervisor's Signature

Date