Employee Separation Checklist (Department)
Rev. 03/24/2022

WICHITA STATE UNIVERSITY

Please use the following form to document your separating employee's off-boarding. Not all items may be applicable to every employee (write "N/A").

Employee Name: _____ **myWSU ID:** _____

Supervisor Name: _____ **Last Day:** _____

Department Name: _____

BEFORE EMPLOYEE SEPARATES:	
ACTION	**DATE COMPLETED**
Obtain letter of resignation and send the original to HR (campus box 15, or email to hr.servicecenter@wichita.edu)	
Submit ePAF with the employee's last day. This ideally is completed as soon as you are notified.	
Make a plan to collect University Property such as - Computer and/or software (MiFi hotspot), monitor(s), surface, scanner, iPAD, flash drives, thumb drives, external hard drives, office equipment, etc. - Keys - University issued cell/mobile device - University issued corporate card (i.e., VISA, P-CARD) – notify financial operations to deactivate card. - State/Department cards or badges (Shocker ID card) - Records, supplies, and files (books, manuals, etc.) - Other equipment, tools, uniforms	
Discuss any active or ongoing projects that will need to be monitored and/or transitioned. If there is a transition of duties, communicate to appropriate staff.	
Identify if there are responsibilities that will need to be transitioned to a designated employee or to replace (i.e., committee work, standing meetings with university partners, responsibilities that require system access, point of contact for internal WSU accounts or External Vendors, etc.)	
Provide employee with Employee Benefits Checklist for Separating Employees	
Cancel all University-paid subscriptions (print, software, etc.)	
Notify your direct reports and department staff of employee's last day. Encourage support and well wishes.	
If you need access to the departing employee's University email or drives, please submit a ticket in team dynamix	
If access needs to be shut off on employee's last day, please notify your HR Business Partner who will work with ITS.	
If your employee notifies you that their emails and/or equipment is subject to a litigation hold. Do not purge physical, electronic files, or emails. Reach out to general.counsel@wichita.edu for additional information.	
AFTER EMPLOYEE SEPARATES:	
Remove employee name from department website and update department org chart.	
Change desk phone voicemail.	
Cancel phone PIN# (Univ. Telecomm).	
Send department file for Employee to HR within 5 days of separation date.	