**EMPLOYEE INFORMATION**

|  |  |  |
| --- | --- | --- |
| STATUS: VOLUNTARY SEPARATION  INVOLUNTARY SEPARATION | CATEGORY:  ADJUNCT  FACULTY  FT/PT STAFF  STUDENT STAFF  TEMP STAFF  SPECIAL AFFILIATE | |
| EMPLOYEE NAME: | CWID: | USERNAME: EXT: |
| JOB TITLE: | JOB PROFILE AND JOB FAMILY: | START DATE: END DATE: |
| DEPARTMENT/OFFICE: | ACCOUNT/FOP: | OTHER: |
| SUPERVISOR NAME: | SUPERVISOR EMAIL: EXT: | OTHER: |

**ACTIONS**

|  |  |  |
| --- | --- | --- |
| **DONE** | **N/A** |  |
|  |  | **COLLECT** |
|  |  | ONE CARD |
|  |  | PURCHASING CREDIT CARD |
|  |  | OFFICE/FILE/DESK KEYS |
|  |  | ERGONOMIC EQUIPMENT |
|  |  | COMPUTER/IPAD/PRINTER/OTHER COMPUTER ITEMS |
|  |  | MOZY PRO BACK-UP FILES |
|  |  | MOBILE DEVICE/CELL PHONE, IF APPLICABLE |
|  |  | PERIPHERALS |
|  |  | OTHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
|  |  | **SUBMIT** |
|  |  | SUBMIT TERMINATION VIA USFWORKS\* |
|  |  | FINAL TIME WORKED/TIME OFF |
|  |  | FINAL CONCUR REPORT(S)/END RECURRING CHARGES |
|  |  | NOTIFICATION TO DEPARTMENT/CHAIR/ASSISTANT |
|  |  |  |
|  |  | **UPDATE** |
|  |  | EMAIL LISTS/CALENDARS |
|  |  | MYUSF/USFCA WEBSITES |
|  |  | NEW MANAGER ROLE IN USFWORKS, IF SEPARATED EMPLOYEE HAD DIRECT REPORTS |
|  |  | OUT-OF-OFFICE MESSAGE/FORWARD OR END EMAIL |
|  |  |  |
|  |  | **CANCEL** |
|  |  | PURCHASING CARD |
|  |  | CONFERENCES/WORKSHOPS/TRAINING |
|  |  |  |
|  |  | **INFORM DEPARTING EMPLOYEE** |
|  |  | UPDATE PERSONAL INFORMATION IN USFWORKS |
|  |  | LAST PAYCHECKS (VACATION PAYOUT + FINAL PAY) ISSUED ON LAST DAY OF EMPLOYMENT, IF APPLICABLE |
|  |  | CONTACT [BENEFITS@USFCA.EDU](mailto:BENEFITS@USFCA.EDU) FOR BENEFITS QUESTIONS AFTER EMPLOYMENT ENDS |
|  |  | CONTACT [HUMANRESOURCES@USFCA.EDU](mailto:HUMANRESOURCES@USFCA.EDU) TO SCHEDULE AN EXIT INTERVIEW |
|  |  |  |

*\*Voluntary Separations only*