**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 FOR BENEFITS QUESTIONS AFTER EMPLOYMENT ENDS |
|[ ] [ ]  CONTACT HUMANRESOURCES@USFCA.EDU TO SCHEDULE AN EXIT INTERVIEW |
|  |  |  |

*\*Voluntary Separations only*