Employee Separation Checklist for Local Unit
Office Professionals and Program Assistants

Employee Name_________________________ Date of Separation________________________

___1) Contact the regional office with the date of the resignation or retirement. (Regional office submits Personnel Action Form - PAF - to various campus offices). Upon receipt of the PAF the K-State Research and Extension personnel directory will be updated on the appropriate date and the email account will be deactivated approximately three weeks after the separation - can be earlier if requested).*

___2) Place the letter of resignation or retirement in the employee’s personnel file and note the resignation or retirement in the board minutes.

___3) Contact the various providers of benefits: KPERS, health insurance, cafeteria benefit plan, etc.*

___4) Advise the employee to forward @ksu.edu e-mail to another address, unsubscribe from mailing lists, and copy personal e-mail folders. Edit eProfile settings at www.eid.k-state.edu and visit Leaving K-State at http://www.k-state.edu/its/leaving/.

___5) Collect passwords for bank accounts or other employment-related web sites.

___6) Have the employee update their procedures manual.

___7) Calculate the amount of the last paycheck including payout for vacation leave, compensatory time and if retiring, sick leave as provided in local unit policies.*

___8) Collect credit cards and remove the employee’s name from cards and other accounts with vendors.

___9) Plan a recognition event.

___10) Collect office keys.

___11) Get updated address, if applicable, for mailing of W-2 forms.

___12) Conduct an exit interview on the last day of employment. (See EXOP 3-16)*

___13) Review the job description and determine if the description needs to be updated or revised before refilling.*

___14) Other________________________________________________________________________

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