

Termination Prep & Separation Checklist

UMSL Faculty and Staff

When you are voluntarily or involuntarily separating an employee the following items should be answered/considered prior to communicating with the employee.

1. Is the employee an enrolled student?
2. Does the employee have dependents enrolled?
3. What keys have been issued to the employee?¹
4. What computer equipment has been issued to the employee?
5. Who will be granted access to the employee's network drive/email post-termination?

Separation Checklist - Faculty and Staff

The employee's manager/home department is responsible for initiating the necessary action to collect all University property and equipment on or before the last day of work. This list is provided as a guideline (not a comprehensive list) of things to consider when an employee separates from the University.

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| 1. Employee account/network access changed/revoked | ITS |
| 2. Employee email access changed/revoked | ITS |
| 3. Data access requested to email/network drives | ITS-Security |
| 4. Keys returned (room, building, desk, cabinets, vehicle, etc.) | Department |
| 5. University issued mobile phone returned | Department |
| 6. University-owned PC/laptop(s) returned (including laptops, tablets (i.e. iPad, Surface, etc.)) | Department |
| 7. Other department supplies/equipment returned | Department |
| 8. ID card returned/destroyed | Department |
| 9. Name tag returned/destroyed | Department |
| 10. Uniform items returned | Department |
| 11. University-owned tools returned | Department |
| 12. Safe/lock combination(s) changed | Department |
| 13. Alarm Code(s) changed | Department |
| 14. One-card returned/destroyed | Department |
| 15. Change voicemail greeting | Department/Tele. Svcs |
| 16. Voice mail access revoked | Telephone Services |
| 17. Final Week work-time reported | Department |

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https://www.umsystem.edu/ums/rules/collected_rules/facilities/ch110/110.030_keys_to_doors_and_buildings