

# University of Kansas

## University Departure Checklist for Temporary Faculty, Staff, and Student Employees

### Departing Individual Information

Departing Individual Name:
Supervisor or Unit Designee Name:
School/Department/Center/Unit Name:

### Temporary Employee University Departure Checklist and Review

*Pursuant to the Employee and Affiliate Departure Policy, this checklist is to be used for all departing temporary faculty, staff, and student employees who have not been identified for immediate rehire. Both the departing individual and the supervisor or unit designee are to complete and verify the applicable checklist tasks prior to the date of separation. If the departure is sudden or the departing individual is otherwise unable to complete the checklist, the supervisor or unit designee should complete the checklist as necessary and work with Human Resource Management (HRM) representatives as appropriate.*

Departing Individual	Yes or N/A	Unit Responsibilities	Yes or N/A
If voluntarily resigning from the position prior to the end of the appointment term, submit a resignation letter with date of resignation to your supervisor or unit designee as soon as possible. Refer to HRM's <a href="#">Leaving Employment and Benefits Transition</a> webpage for information regarding email and account access (separating student employees will retain their email provisions due to their enrollment status), GTA/GRA/GA health insurance (if relevant), etc. Contact <a href="mailto:hrdept@ku.edu">hrdept@ku.edu</a> with questions.		The supervisor or unit designee provides a copy of the termination/resignation letter with unit acceptance to the Shared Service Center for processing. Reassign any direct reports to a new supervisor. Communicate supervisor updates to the Shared Service Center for Processing.	
Notify any committees on which you serve of your upcoming departure.		Confirm the departing individual has received and is completing the Departure Checklist and related activities.	
Provide your supervisor or unit designee a list of all University work product files (paper or electronic) labeled with the network file location, data systems, websites, social media and other accounts to which you have access, including passwords for each account to ensure access and retrieval by your unit after departure.		Verify that all records/data have been received, transferred, and secured. Inventory locations of KU work product files and note any necessary passwords. Promptly change all passwords for University accounts to which the departing individual had access or otherwise terminate the departing individual's access to the account.	
Identify and transfer or properly dispose of all sensitive information in accordance with <a href="#">Information Technology Security Policy</a> . Consult with Information Technology to delete any remaining electronic files containing KU data from personal devices or electronic media.		Arrange with IT for voice, network, and network drive accesses to be terminated. If unit administrator wishes to disable or redirect email, contact HRM to coordinate those actions with IT. Review all list-serves the employee's email is active in to determine if earlier removal is needed. Turn off pins and other electronic or controlled access.	

Return all KU property and assigned equipment such as Duo security token, all keys, ID badges, purchase card, computers, tablets, phones, headsets, flash drives, files, office furniture, or other equipment.		Verify return of all KU property and assigned equipment such as Duo security token, all keys, ID badges, purchase card, computers, tablets, phones, headsets, flash drives, files, office furniture, or other equipment.	
Discuss with your supervisor or unit designee the status of all current responsibilities and projects. If requested work with the supervisor to identify whom might assume responsibility for any ongoing projects.		Notify the appropriate areas at the School, College, or work unit in regard to the departure. Identify who will assume responsibility for ongoing projects and activities upon departure of the employee to continue services/operations (if applicable).	
Work with departmental administration on office clean-out processes. KU Recycling may be contacted for additional recycling bins and pick up. Complete an <a href="#">Online Work Request</a> , noting the office number, date bins are needed, materials to be collected, and the approximate amount. When bins are full email <a href="mailto:kurecycling@ku.edu">kurecycling@ku.edu</a> to schedule a collection pick up with normal collection route.		Supervisor or unit designee verified action has been completed.	
If teaching, verify that all grades have been submitted and that the department has received any student or course related products, or materials associated with the courses taught.		Supervisor or unit designee verified action has been completed.	
If a supervisor, verify that all evaluations, transition memos, correspondence, time/absence reporting in HR/Pay, etc., have been completed and/or delegated, and that personnel-related documents are placed in a central file.		Ensure all time and absences have been appropriately reported and approved in HR/Pay for the departing individual and any subordinates.	
Contact your unit's Information Technology staff member to discuss the retention, redirection, and/or disposition of email, home directory files, websites, and other electronic materials. Confirm wording of out-of-office email message and contact points for future inquiries.		Confirm that access to all electronic files and paper documents has been transferred to someone in the unit. Confirm completion of out-of-office messaging (as appropriate). Identify if access needs to be removed to IT resources prior to University timeframes and work with HRM if acceleration is needed.	
As appropriate, arrange for forwarding or other disposition of mail/outstanding orders placed which may be received by the unit after your departure.		Supervisor or unit designee verified action has been completed.	
Provide supervisor with list of all website and social media accounts maintained.		Review website and social media outlets to remove departing individual contact information, photo, etc. If necessary, provide new contact resource.	
Arrange with supervisor or unit designee for an announcement of your departure to contacts, including email departure notices.		Supervisor or unit designee verified action has been completed.	
Settle any outstanding travel, spending, fines, etc.		Process all outstanding reimbursement and/or travel expenses.	
Provide information for any fiscal resources and account usage.		Terminate access to fiscal resources and accounts.	
If applicable, schedule a US Government Security Clearance debriefing with the National Industrial Security Program Security Staff.		Supervisor or unit designee verified action has been completed.	
Remove all personal items from your office or assigned space.		Ensure the departing individual's office and all labs or other facilities have been cleared of all personal items, hazardous materials, and that all contents have been removed or reallocated.	

Contact <a href="mailto:kupark@ku.edu">kupark@ku.edu</a> regarding terminating parking permit.		Supervisor or unit designee verified action has been completed.	
Complete electronic Exit Interview Survey.		Recommend the departing individual complete electronic Exit Interview Survey, confirm departure checklists are completed, review them for any needed follow up, notify any needed parties, and retain applicable checklists in departmental records for 3 years from the departure date.	
Update your address information in HR/Pay through employee self-service if applicable. For more information visit <a href="#">How do I Change My Address</a> .		Instruct departing individual to provide current address in self-service HR/Pay for accurate W-2 reporting.	
If in a research designated position, work with supervisor to identify the appropriate exit activities and/or related checklists from the Office of Research that are applicable.		Supervisor will work to verify that all research protocols are followed in regards to the exit of the employee.	
		Obtain the completed departure checklists, review them for any needed follow-up, acknowledge their completion, notify any needed parties, and retain applicable checklists in departmental records for three years from the departure date or submit to HRM for retention purposes.	

### KU Departure Checklist Completion Acknowledgement

Temporary Faculty/Staff/Student Employee		Supervisor or Designee	
I have completed all applicable checklists and departure tasks related to my role.		I have reviewed and acknowledged completion of all applicable checklists and departure tasks.	
Name: _____		Name: _____	
Date Signed: _____		Date Signed: _____	

### Submission Instructions

1. Change file name to "Temporary Employee Departure Checklist\_ [departing individual's last name-first name]".
2. The departing individual submits the completed checklist(s) via email to the supervisor or unit designee's email address.

### Links

- Employee and Affiliate Departure Policy: <http://policy.ku.edu/HRM/employee-affiliate-departure>
- Electronic Exit Interview Survey: [https://kusurvey.ca1.qualtrics.com/jfe/form/SV\\_4GUtsxqAmk7k3NX](https://kusurvey.ca1.qualtrics.com/jfe/form/SV_4GUtsxqAmk7k3NX)
- How do I Change My Address: <https://payroll.ku.edu/how-do-i-change-my-home-address>
- Information Technology Security Policy: <https://policy.ku.edu/IT/info-technology-security-policy>
- Leaving Employment and Benefits Transition: <http://humanresources.ku.edu/benefits/leaving>
- Online Work Request: <https://maximo.ku.edu/maximo/webclient/login/login.jsp?appservauth=true>
- Research Employee Separation Checklist: <http://research.ku.edu/document/657>