



Graduate Assistant Separation Checklist

Employee Name _____

Employee ID# _____

Employee dept. _____

- Reason for separation:
- Attendance
 - Death
 - Family Reasons
 - Federal Work Study Funds Ended
 - Grant Funding Ended
 - Graduated
 - Health Reasons
 - Job Abandonment
 - Lack of Work
 - Other: _____
 - No Show
 - Not enrolled this semester
 - Personal Reasons
 - Relocation
 - Resignation
 - Semester Ended
 - Study Abroad
 - Summer Position
 - Transfer to another department

Effective Date: _____

DEPARTMENT CHECKLIST

- Return of all University Property:
 - Audiovisual equipment
 - Cameras
 - Computer equipment
 - Computer Media*
 - Documents
 - Electronic Equipment**
 - Exhibits
 - Handbooks
 - Keys
 - Other: _____
 - Lab equipment
 - Library material
 - Manuals
 - Purchasing card
 - Reference books
 - Safety equipment
 - Slides
 - Uniforms
 - University vehicle

* Computer media includes but is not limited to floppy disks, CDs, DVDs, zip disks, or tapes.

** Electronic equipment includes but is not limited to iPods, cameras, cables, speakers, monitors, power supplies, digital recording or playing devices, printers, peripherals, or headphones.

Department Clearance:

Coordinator's Signature

Date

EMPLOYEE CHECKLIST

- Complete, sign, and submit your final time sheet, if applicable.
- Remove all personal items from your work space.
- For W-2 purposes, use space below to provide new address information to your supervisor if your address will change.

COMPLETE MAILING ADDRESS

- I have turned in all university property assigned to me.

Employee Signature

Date

PLEASE NOTE: This document is only considered completed when both the coordinator and the employee have signed their names. Upon completion, **please forward this form to Human Resources, CBX 028.** If you have any questions about the student's termination process, please contact Human Resources at 5596 and they will forward you to the person who can best assist you. **You must send a copy to your academic dean.**

FOR OFFICE USE ONLY:

HR SEPARATION CHECKLIST:

- Change Employment Status in PeopleSoft

Effective Date: _____

- Notify Payroll of Employment Status Change

Date: _____

HR Representative Signature

Date

PAYROLL SEPARATION CHECKLIST:

- Termination of Direct Deposit

Effective Date: _____

Payroll Representative Signature

Date

File in employee's personnel file INT: _____ **DT:** _____