

Employee Separation Checklist



Employee Name:

Department:

This checklist is meant to be a guide for supervisors or responsible department representative to complete when a staff employee voluntary resigns or retires from the university or when their position ends. This checklist does not need to be forwarded to HR when completed.

1. For Exempt/Salary Employees, prior to processing any paperwork ensure all vacation time has been entered into MyJob under MU Timekeeper. Instructions can be found at: <https://www.marquette.edu/hr/documents/ExemptStaffVacationUseEntry.pdf>
2. Within one (1) business day, enter your employee's last day under Manager Actions. This step kicks off the required notification for your employee to receive information related to their benefits as well as other related required notification regarding their last day.
3. Remind employee to update phone number and address into MyJob prior to leaving to ensure accurate mailing address; please note they will no longer have access to their W2 or paycheck stubs. Remind employee to print any W2 or pay stubs they may need after departing.
4. On their last day, schedule time to meet with your employee to thank them for their service to the university. Where applicable please collect the following items:
 - Collect University P-Card; cut the cards in half and return the pieces to the Comptroller's Office in a confidential envelope OR destroy the card and alert the Accounting Specialist that it has been collected and destroyed.
 - Collect all keys including, office keys, desk, cabinets; return to Lock Shop only if the employee is not being replaced.
 - Collect all equipment (tools, cell phones, computers, office equipment/furniture, etc.) and return to the proper location/authority, as applicable.
 - Collect Parking Gate Card or hang tag if applicable and return to Parking Services.
 - Collect MU ID card and shred.
5. Remove access to proprietary systems employee had access to during their employment. This includes any systems or Teams sites where the department or College grants access.
6. Ensure any additional passwords to Marquette/departmental websites, social media, etc. that the employee was an owner of is shared. Remind staff employees that access to email will end within a day of their last day of employment (unless they are an active/recent student or hold another role within the university)
7. If you have kept a working file (employee notes, performance, etc.) please forward that to Human Resources for processing. If the individual departing is a supervisor, ensure any working files on their staff members are shared with their manager prior to leaving.
8. If applicable, remove employee's name from the department directory that appears on your department/college webpage.