

TERMINATION-SEPARATION CHECKLIST  
Faculty, Staff, and Graduate Assistants  
Idaho State University

*The following checklist is provided to highlight the range of issues that may need to be addressed when someone terminates (by resignation, involuntary termination, retirement, reaching appointment end-date, or graduating) his/her ISU employment or otherwise separates from a department (by transfer, layoff, extended leave of absence). All items may not apply to a given individual. For example, in cases where a person terminates one type of appointment but begins another, some checklist items will not apply.*

*Departments should give a copy of the employee section of the checklist to faculty, staff and graduate assistants who will be terminating; discuss any items requiring resolution; and complete the unit section of the form. Contacts are listed for topics that may require special assistance.*

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**EMPLOYEE ACTIONS**  
(complete by last working day)

**PERSONAL**

Done	N/A		Transferred To (Name)	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Remove personal items from work areas.	
2.	<input type="checkbox"/>	<input type="checkbox"/>	Provide forwarding address to your department.	
3.	<input type="checkbox"/>	<input type="checkbox"/>	HR Benefits will send you a letter about termination/ continuation of applicable benefit programs. Call 282-2517 if you have questions about the letter.	
4.	<input type="checkbox"/>	<input type="checkbox"/>	The Human Resources Office will send you an exit questionnaire if you are separating from the University. If you prefer to schedule an exit interview, call Human Resources at 282-2517.	
5.	<input type="checkbox"/>	<input type="checkbox"/>	International employees on H-1B visas should contact Michelle Lewis in Student Affairs to determine if there are other requirements related to their status. <i>Note: Graduate students should sign up for optional practical training before graduation.</i>	

**UNIVERSITY PROPERTY**

Done	N/A		Transferred To (Name)	
Return all University Property, including:				
6.	<input type="checkbox"/>	<input type="checkbox"/>	Keys (building, office, desk, files, vehicles, lockers, etc.)	
7.	<input type="checkbox"/>	<input type="checkbox"/>	ID card(s) <i>Note: A new ID card will be issued to official retirees.</i>	
8.	<input type="checkbox"/>	<input type="checkbox"/>	Access cards	
9.	<input type="checkbox"/>	<input type="checkbox"/>	Radiation Detection Badges	
10.	<input type="checkbox"/>	<input type="checkbox"/>	Passwords for computer systems access.	
11.	<input type="checkbox"/>	<input type="checkbox"/>	Parking decal/hangtags. <i>(Official retirees who will need continued parking privileges should contact Public Safety for a retiree parking decal/hangtag)</i>	
12.	<input type="checkbox"/>	<input type="checkbox"/>	Computers/laptops/palm pilots or other peripheral equipment (e.g., printers, cameras)	

## TERMINATION-SEPARATION CHECKLIST

13.	<input type="checkbox"/>	<input type="checkbox"/>	Cellular phones/pagers	
14.	<input type="checkbox"/>	<input type="checkbox"/>	Uniforms/gear/tools/instruments/job accessories	
15.	<input type="checkbox"/>	<input type="checkbox"/>	Library books, audio/video materials, periodicals	

### FINANCIAL

Done	N/A	Settle outstanding accounts, including:	Transferred To (Name)	
16.	<input type="checkbox"/>	<input type="checkbox"/>	Return credit cards and related receipts <input type="checkbox"/> American Express - turn into Financial Services Administrative Assistant <input type="checkbox"/> "P-Cards" - turn into Procurement Office	
17.	<input type="checkbox"/>	<input type="checkbox"/>	Petty cash fund - turn over to unit administrator after counting and verifying	
18.	<input type="checkbox"/>	<input type="checkbox"/>	Settle charges owed to your department	
19.	<input type="checkbox"/>	<input type="checkbox"/>	Settle charges owed to other departments (e.g., Library, Parking, Student Accounts)	
20.	<input type="checkbox"/>	<input type="checkbox"/>	Prepare Request for Reimbursement form for funds owed to you (e.g., travel expenses)	
			If you will be continuing on the payroll in a different capacity (e.g., on-call), request discontinuation of payroll deductions by contacting the appropriate office(s)	

### RECORDS

Done	N/A	All formats of records should be transferred to active personnel	Transferred To (Name)	
<b>PAPER RECORDS</b>				
21.	<input type="checkbox"/>	<input type="checkbox"/>	Records (documents, files, correspondence, etc.)	
22.	<input type="checkbox"/>	<input type="checkbox"/>	Research/data notebooks (furnish a copy, you retain original)	
23.	<input type="checkbox"/>	<input type="checkbox"/>	Patient/client files	
<b>ELECTRONIC RECORDS</b>				
24.	<input type="checkbox"/>	<input type="checkbox"/>	Retrieve and/or delete any personal files/information on your office computer, office/department/lab server, central file space (CWIS), etc.	
25.	<input type="checkbox"/>	<input type="checkbox"/>	Retrieve any personal email files, or files on the University email servers and systems, that you wish to retain.	
	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>NOTE:</i></p> <p>a. You must have the permission of the appropriate unit administrator to copy any University files or records.</p> <p>b. Files are purged when your email account is closed.</p> <p>c. ISU retirees are eligible to continue their email accounts indefinitely</p>	
26.	<input type="checkbox"/>	<input type="checkbox"/>	Review position-related email with delegated person.	
27.	<input type="checkbox"/>	<input type="checkbox"/>	If you have an alternate email address, set options for your email to be forwarded. (Contact 282-HELP for assistance)	
28.	<input type="checkbox"/>	<input type="checkbox"/>	Relay (transfer, copy, etc.) to the appropriate unit and/or University administrator(s) any department or University data files, electronic documents and records, etc., that are stored on your office computer or in your personal server file spaces.	

## TERMINATION-SEPARATION CHECKLIST

29.	<input type="checkbox"/>	<input type="checkbox"/>	If you possess sole access rights to an administrative database, software application, information system, etc., that is necessary for program or unit administration or operations, transfer the passwords to the appropriate unit administrator, or arrange for a unit administrator to be given the access needed to assure continued operations.	
30.	<input type="checkbox"/>	<input type="checkbox"/>	Remove any University owned/licensed software loaded/installed on a home computer.	
<i>For assistance, contact the technology staff in your college and/or unit or call Computer Services Help desk at 282-HELP.</i>				

### Chain of Custody/Client Services

	Done	N/A		Transferred To (Name)
31.	<input type="checkbox"/>	<input type="checkbox"/>	Provide evidence of consultation with Technical Safety (282-2310) to your supervisor regarding the disposition of any laboratory or hazardous chemicals, gas cylinders, biological materials (e.g., animal tissue, diagnostic specimens, microorganisms, cultures), biohazardous materials (e.g., infectious substances and CDC Select Agents), controlled substances, radiological materials and/or hazardous wastes.	
32.	<input type="checkbox"/>	<input type="checkbox"/>	For health professions/counseling - make arrangements with your supervisor for others to assume your caseload/clients' care and/or service.	

## UNIT ADMINISTRATOR ACTIONS

### TERMINATION PROCESSING

	Done	N/A		Transferred To (Name)
1.	<input type="checkbox"/>	<input type="checkbox"/>	Confirm final paid leave usage.	
2.	<input type="checkbox"/>	<input type="checkbox"/>	Send a personnel requisition to the Human Resources Office to establish end date in advance of the termination (to avoid overpayment).	
3.	<input type="checkbox"/>	<input type="checkbox"/>	Obtain the employee's forwarding address; share with units needing future contact, e.g., Alumni, Human Resources.	
4.	<input type="checkbox"/>	<input type="checkbox"/>	Confirm accuracy of final check/deposit notification information; furnish to Human Resources.	

### EQUIPMENT/PROPERTY

	Done	N/A		Transferred To (Name)
5.	<input type="checkbox"/>	<input type="checkbox"/>	Arrange for the return of University property (see examples listed in employee section).	
6.	<input type="checkbox"/>	<input type="checkbox"/>	Encourage the return of Library books and materials.	
7.	<input type="checkbox"/>	<input type="checkbox"/>	Determine applicable equipment reassignment (e.g., computers, vehicles, etc.).	

## TERMINATION-SEPARATION CHECKLIST

### FINANCIAL

Done	N/A		Transferred To (Name)	
8.	<input type="checkbox"/>	<input type="checkbox"/>	Check for personal charges on credit cards, personal calls on phones, etc. Obtain reimbursement by check made payable to ISU. <i>Note: These amounts cannot be payroll deducted without signed authorization by the employee.</i>	
9.	<input type="checkbox"/>	<input type="checkbox"/>	Obtain petty cash fund, count out and verify, and return to the Auditing Office (282-3819). Auditing will reassign to a new person, if needed.	

### DATA SYSTEMS/RECORDS

Done	N/A		Transferred To (Name)	
10.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Ask the employee to transfer any University records (e.g., paper, electronic, email) held in his/her work area or home office/computer to his/her supervisor. In particular, prevent the employee from retaining, copying, or removing in any way confidential or sensitive records.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Protected health information, as defined under HIPAA; this includes, but is not limited to, any and all client/patient medical or health care records. For assistance with HIPAA questions, contact the HIPAA Privacy Office at 282-2683.</li> <li><input type="checkbox"/> Human Subject Project files</li> <li><input type="checkbox"/> Student Advising Files, graded materials, petition files, etc.</li> <li><input type="checkbox"/> Personnel Evaluation or Tenure Review files (of personnel other than departing employee)</li> </ul>	
11.	<input type="checkbox"/>	<input type="checkbox"/>	Review these records for possible transfer to other staff members or University Archives (e.g., paper records or email communications related to federal grants).	
12.	<input type="checkbox"/>	<input type="checkbox"/>	Obtain passwords to any administrative database, software application, information system, etc., for which the employee possesses the sole access rights, and that is necessary for program or unit administration or operations.	
13.	<input type="checkbox"/>	<input type="checkbox"/>	Notify Computing and Communications about the employee's departure, so that data systems access, Faculty/Staff Tools, and email accounts will be terminated. <i>Note: Official retirees are eligible to continue their email accounts; students can continue their accounts for two years past graduation.</i>	
14.	<input type="checkbox"/>	<input type="checkbox"/>	Delete the employee's access to department data systems, email servers, voice mail systems, email lists, etc.; remove any passwords or file protections (file access passwords) unique to the departing employee. Immediately delete the employee's access to any protected health information, as defined under HIPAA. This includes, but is not limited to, access to the electronic medical record system and to any email and server systems on which protected health information is communicated or maintained. For assistance with HIPAA questions, please contact the HIPAA Privacy Office at 282-2683.	

## TERMINATION-SEPARATION CHECKLIST

15.	<input type="checkbox"/>	<input type="checkbox"/>	Change codes on door entry systems; deactivate building/area access; notify Public Safety to deactivate security/proximity card, where appropriate.	
16.	<input type="checkbox"/>	<input type="checkbox"/>	Provide for continuing security of confidential records (e.g., human subject research records).	
17.	<input type="checkbox"/>	<input type="checkbox"/>	Change safe combinations.	
18.	<input type="checkbox"/>	<input type="checkbox"/>	Change building directories, phone number listings, and email these changes to Campus Directory.	
19.	<input type="checkbox"/>	<input type="checkbox"/>	Change names on subscriptions, institutional memberships, etc.	
20.	<input type="checkbox"/>	<input type="checkbox"/>	<b>In case of involuntary termination</b> , access to the above items should be discontinued as of the time notice of termination is given. Particular attention should be given to data systems, student records, SIDS access, personal health information/medical records, offices, phone systems, and restricted areas.	

### SAFETY

	Done	N/A		Transferred To (Name)
21.	<input type="checkbox"/>	<input type="checkbox"/>	Contact Technical Safety (282-2311) for employees who were in ongoing health monitoring programs, e.g., asbestos.	
22.	<input type="checkbox"/>	<input type="checkbox"/>	Notify Technical Safety of termination of all employees who were participating in required training safety programs, so that participation lists will be current, and unnecessary reminders will not be generated.	
23.	<input type="checkbox"/>	<input type="checkbox"/>	Determine presence of any laboratory or hazardous chemicals, gas cylinders, biological materials (e.g., animal tissue, diagnostic specimens, microorganisms, cultures), biohazardous materials (e.g., infectious substances and CDC Select Agents), radiological materials, controlled substances, and/or hazardous wastes in the applicable work areas. Review disposition of them with the employee. For assistance, contact Technical Safety at 282-2311.	
24.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that all research-related materials that will remain at ISU are properly labeled and are in approved containers.	
25.	<input type="checkbox"/>	<input type="checkbox"/>	In accordance with the Technical Safety equipment release procedures, ensure that all equipment (including fume hoods, freezers, refrigerators, biosafety cabinets, centrifuges, and incubators) is cleaned and decontaminated.	
26.	<input type="checkbox"/>	<input type="checkbox"/>	Update alarms/emergency contact lists with Public Safety and related departments. Review whether unit Disaster Response Plan needs to be adjusted.	
<i>For assistance, contact the Technical Safety (282-2311).</i>				

### RESEARCH

	Done	N/A		Transferred To (Name)
27.	<input type="checkbox"/>	<input type="checkbox"/>	Determine continuation arrangements for existing research projects/grants.	
28.	<input type="checkbox"/>	<input type="checkbox"/>	Arrange transition of laboratory notebooks for ongoing ISU research.	

## TERMINATION-SEPARATION CHECKLIST

<b>29.</b>	<input type="checkbox"/>	<input type="checkbox"/>	Determine presence of film, negatives or other original data from research settings that may be property of the University.	
<b>30.</b>	<input type="checkbox"/>	<input type="checkbox"/>	I identify any transition issues related to human subjects.	
<i>For assistance, contact the Office of Research (282-2714).</i>				

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Distribution:**

- Retain original in department file
- If the employee had responsibility for any laboratory or hazardous chemicals, gas cylinders, biological materials (e.g., animal tissue, diagnostic specimens, microorganisms, cultures, biohazards (e.g., infectious substances and CDC Select Agents), radiological materials, controlled substances, and/or hazardous wastes, send copy to Technical Safety.