VPIT Employee Separation Checklist

Employee Separation Date

ID#

Before the final day of employment, the employee’s department head or designee should complete the following steps. After department head signs this form, it should be sent to the department HR representative for filing in the employee’s personnel file. A copy should be sent to the VPIT HR representative (Jamie Boggs).

\_\_\_\_Obtain Hokie Passport, eToken, and department ID badge - send to department HR representative. The Hokie Passport will be forwarded to the Hokie Passport Office and the eToken to Student Network Services. (Skip this step if employee is transferring to another department.)

­­\_\_\_\_Obtain university purchasing card (if applicable). Cut the card up and discard. Notify Debra Reed in the Controller’s Office to terminate the employee’s card.

\_\_\_\_Obtain any other university cards such as gas cards or calling cards.

­­­\_\_\_\_Obtain keys (including vehicles) and any access cards (Sonitrol) – send to department facility manager or issuing office. Facility manager will delete building access in the Sonitrol system to include biometric access. For CNS, have FE manager notify Hokie Passport office to remove access to campus buildings.

\_\_\_\_Obtain university cell phones and/or pagers (if applicable). Notify CNS to terminate service and return cell phone to CNS.

\_\_\_\_Obtain and review final phone bill. Ensure payment is made for any personal calls.

\_\_\_\_Ensure that all equipment assigned to employee is present including any equipment assigned for home use. Notify department inventory coordinator to remove separating employee as equipment custodian.

\_\_\_\_Ensure that any department funded networks to employee’s home are terminated.

\_\_\_\_Notify IMS [imsbann@vt.edu](mailto:imsbann@vt.edu) to withdraw all computer accesses for university administrative systems.

\_\_\_\_Notify appropriate administrative office (Banner, Controller, Purchasing) to remove signature authority.

\_\_\_\_Have separating employee transfer any essential computer files and/or software to the appropriate userid and delete any personal files from their computers.

\_\_\_\_Ensure leave reports are up-to-date and signed by employee.

\_\_\_\_For wage employees, ensure wage time sheets are completed and signed. After payroll entry, forward to department HR representative for filing.

**Department Head Signature** **Date**