



## EHRA Non-Faculty / SHRA Employee Separation Checklist for Supervisors

- When an employee separates from the university, even if you do not intend to repost the position, a separation action in PeopleAdmin must still be completed.
- Visit this link for instructions on how to complete a [Separation Notice in PeopleAdmin](#).
- Complete this form to submit a [Non-Student Temporary Employee-Separation Notice](#).

<b>Supervisor's Responsibilities: (Complete if employee is permanent SHRA/EHRA Non-Faculty)</b>	
<input type="checkbox"/>	Begin <b>Separation Action</b> in PeopleAdmin.
<input type="checkbox"/>	Receive resignation letter from employee and upload into PeopleAdmin (does not apply to terminations).
<input type="checkbox"/>	Enter employee's forwarding address into PeopleAdmin. Failure to update the employee's forwarding address may result in a delay of the employee receiving their W-2 form.
<input type="checkbox"/>	Enter employee's personal email address into PeopleAdmin.
<input type="checkbox"/>	Instruct employee to complete their online timesheet on or before their last day. Failure to submit an electronic timesheet by the deadline will result in the supervisor having to request a manual check and delay payment to the employee.
<input type="checkbox"/>	Collect all university-owned property (e.g., keys, cell phone, laptop, uniforms, P-Card, etc.).
<input type="checkbox"/>	Remove any <a href="#">Banner access</a> for employee.
<input type="checkbox"/>	Instruct employee to set an auto-reply on their email account to direct emails to the appropriate person.
<input type="checkbox"/>	Instruct employee to set their voicemail recording to direct callers to the appropriate person.
<input type="checkbox"/>	All performance management actions should be completed prior to the employee's last date of work. For employees leaving the university after March 31, an overall performance rating must be indicated in the PeopleAdmin Separation Action.
<input type="checkbox"/>	Remove employee's name from authorized signature lists (if applicable).
<input type="checkbox"/>	Contact IT or your departmental admin to terminate any additional access for this employee (if applicable).
<input type="checkbox"/>	Provide employee with the "Separation Checklist for Employees" (page 2 – below).



APPALACHIAN STATE UNIVERSITY

## HUMAN RESOURCES

### Separation Checklist for Employees (EHRA Non-Faculty and SHRA)

<b>Employee Responsibilities:</b>	
<input type="checkbox"/>	Submit resignation letter to supervisor.
<input type="checkbox"/>	Contact <a href="#">HR Benefits</a> to review changes to your benefits, including termination of applicable benefits.
<input type="checkbox"/>	Keep your address and personal email up to date. Failure to update your forwarding address may result in a delay of receiving your W-2 form or other tax forms.
<input type="checkbox"/>	Complete your online timesheet on or before your last day. Failure to submit an electronic timesheet will result in a manual check request and delay of payment.
<input type="checkbox"/>	Discuss the status of your outstanding work assignments and other pertinent information with your supervisor.
<input type="checkbox"/>	Return all university-owned property (e.g., keys, cell phone, laptop, uniforms, P-card, etc.).
<input type="checkbox"/>	Remove all personal items from office or workspace.
<input type="checkbox"/>	Update your automatic email response and voicemail recording to direct customers to the appropriate person.
<input type="checkbox"/>	We encourage you to complete our Employee Exit Survey, which can be found at: <ul style="list-style-type: none"><li>• <a href="#">EHRA Non-Faculty Exit Survey</a></li><li>• <a href="#">SHRA Exit Survey</a></li></ul>