



**INFORMATION TO BE DISCUSSED BY SUPERVISOR
WITH EMPLOYEE
PRIOR TO DEPARTURE/TRANSFER**

Employee name: _____ **Banner ID:** _____

Department: _____ **Completion Date:** _____

	Action	√
Verify web time entry and leave approval authorizations	Contact payroll to make arrangements if exiting employee has time/leave approval rights (x3436).	
Time Reports or Leave Reports	Send to Payroll <i>Please note that all outstanding time/leave reports must be to payroll at the time of departure for any exiting employee.</i>	
Key(s) – Building/Office/File Cabinets/Car	Office Manager *Please return to the Locksmith in Physical Plant. If utilizing keys for a replacement hire, notify locksmith of new employee’s name and Banner ID	
Credit Card	Notify Purchasing- Destroy card	
Cell Phone and other communication devices	Follow Department/Division process	
Computer/Flash drives	Follow Department/Division process	
Other University owned technology	Follow Department/Division process	
Uniforms/Tools/Other Equipment	Follow Department/Division process	
Remove/transfer employee’s authorized signature from budget(s)	Forms available on Employee Hub	
Expense Reports/Other Reimbursements	Send to Accounts Payable	
All Card	Return to Auxiliary Services	
Parking Pass	Return to Auxiliary Services	
XU AlertMe – system does not turn off unless employee disables	Reminder to employee to deactivate their account	

Supervisor Signature Date

Employee Signature Date

Supervisor Signature (Please Print)

Employee Name (Please Print)

Please Return to Office of Human Resources after completion - M.L. 5400