

Employment Separation Checklist for the Supervisor

Employee/Position Information

Department: _____

Position: _____

Employee Name: _____
Last

First Day Month Year
Last Day Worked

Supervisor Name: _____
Last

First

When an employee is leaving the University, the supervisor of the departing employee, or her/his designate, is required to complete and return this checklist to Human Resources by no later than the last day of work.

Please identify all completed items with a checkmark in the appropriate box.

All University keys and access cards must be returned to the University. Filing cabinet, desk and other equipment keys must be returned to the supervisor or her/his designate. Door Keys and/or access cards must be

- The telephone voice mail passcode and messages must be changed. The passcode and message can be changed if the employee provides her/his passcode. If the passcode is not obtained from the employee, contact Telephone Services at phones@sfu.ca or 778-782-4113 to request a passcode change.
- If the employee has an existing cell phone plan through the University, the supervisor or her/his designate must ensure that the plan is cancelled. If the employee is in possession of a phone or any related hardware belonging to the University, this property must be returned to the supervisor or her/his designate.
- Parking decals must be returned to Parking Services Burnaby Campus. If the employee has not returned their decal, the supervisor must send an email to notify Parking Services of the employee's separation at Surrey Campus. If the departing employee holds a parking decal, the supervisor must note the employee's separation Routing Slip in the online database at <http://seacsdbsurrey.sfu.ca/routingslip/routingslip.php> and return the decal to Facilities.
- All University materials and/or equipment in the employee's possession, as a result of her/his employment, and located outside University property (e.g., at the employee's residence), must be returned to the University. If the employee is leaving on short notice, it may be necessary to make arrangements with the employee to pick up materials and/or equipment at the offsite location.
- Notify pertinent departments of the employee's departure. The supervisor or her/his designate is responsible to