



**University General Division (Campus)**  
**Employment Separation/Department Transfer Checklist**  
**for Employees**

(Faculty, staff and administrative employees' voluntary resignations, retirements, terminations)

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- \_\_\_\_\_ Any other University-issued property, as applicable.
- \_\_\_\_\_ Remove all personal belongings from applicable work areas.

**USA Computer Software/Hardware Security and Access**

**Note: Under no circumstances should University business-related files be deleted from University computers or servers.**

- \_\_\_\_\_ Identify location and access to all computerized information/saved files.
- \_\_\_\_\_ Contact Computer Services Center regarding removal of any USA-licensed software from your personal home computer, if applicable.
- \_\_\_\_\_ Unsubscribe to listserves related to your employment.

**University Research**

As applicable, meet with the Office of the Vice President for Research and Economic Development to obtain clearance and execute all applicable agreements regarding:

- \_\_\_\_\_ Grants and contracts
- \_\_\_\_\_ Patents
- \_\_\_\_\_ Inventions
- \_\_\_\_\_ Special government security clearances
- \_\_\_\_\_ Human and animal protocol projects and approvals, when applicable for transferring equipment and for release of laboratory notebooks.

**Safety and Environmental Services**

- \_\_\_\_\_ As applicable, speak with your supervisor and/or contact your Safety and Environmental Services Department regarding the handling of any controlled materials such as chemicals, lasers, radiation, biohazards upon your separation.

**Employee Printed Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**J-Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Printed Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_