

Separation Checklist

*This checklist is required for full-time employees (Faculty and Staff) and temporary Staff who will not be rehired within one calendar year.*

Actions of supervisor/manager:

Confirm submission of Status Change – Separation form, Letter of Resignation or Retirement, and Letter of Acceptance to Human Resources.

USC ID:

Employee Name:

Supervisor Name:

Department:

Date of Separation:

Forwarding address:

Forwarding email:

Is the employee transferring to another position within the University of South Carolina?

*Yes*

*No*

*Not sure*

Review for accuracy and approve all pending time worked and reported leave for non-exempt employees and reported leave for exempt employees.

Notify IT to remove access to all University servers and systems at time of separation.

Remove terminating employee's name from authorized signature lists.

Make sure all assigned Upstate property is returned and turned into proper departments to include by not limited to purchasing cards, keys, cell phones, etc.

Notify appropriate person to transfer work files located on employee's local computer drive to shared, network drive.

Forward phone to another employee or change voicemail response.

Completed by:

Date:

*Submit completed form to Human Resources. For employees who report to Academic Affairs, submit completed form to Academic Affairs.*

*Form can be signed, scanned, and delivered electronically. Form should be submitted within 3 business days of the employee's effective separation.*