

## Employee Departure Checklist

The following checklist will help guide you through the various steps to take when an employee leaves Brandon University. This form is to be completed by the Employee and Direct Supervisor and returned to **Human Resources**.

Employee Name		Position	
Department		Date of Departure	

### Direct Supervisor/Department to do:

Action Items (as applicable)	Confirmed (by initial)	Date completed	Not applicable
Provide signed resignation letter <b>OR</b> signed notice of retirement and supervisor's acceptance to <b>Human Resources</b>			
Collect office and building keys, fob, ID card			
Collect PC, tablet, laptop, cell phone, external storage device, or other IT equipment issued to the employee			
Collect all office equipment and/or lab equipment issued to the employee			
Contact <b>IT Helpdesk</b> to cancel email address and remove from the Campus Directory & <a href="mailto:web-feedback@brandonu.ca">web-feedback@brandonu.ca</a> for site access removal			

### Employee to do:

Action Items (as applicable)	Confirmed (by initial)	Date completed	Not applicable
Return parking pass to <b>Ancillary Services</b>			
Return university-issued credit card to <b>Finance</b>			
Submit outstanding expense claims (and receipts) to <b>Department</b>			
Return outstanding books and library materials to the <b>Library</b>			
Contact <b>Human Resources</b> regarding transferring pension plan contributions			
If you have outstanding research, contact <b>Kerry Murkin, Research Office</b>			
Remove all personal items from office / work space prior to final date of employment			

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor signature

\_\_\_\_\_  
Date

**NOTE: It is the responsibility of the Department to collect University property (including items purchased with Professional Development Allowance).**