

## Employment Separation Checklist

Prior to a Faculty or Staff member's last day of employment at the University, the Department Head and the Faculty or Staff member are required to review the following checklist to insure that all University Property has been collected. The Faculty or Staff member should initial the item that he/she is returning to the University. Then, the Department Head should indicate his/her collection of the property by initialing the space in front of the item. The Department Head and the Faculty or Staff member should then sign below to verify that all the equipment has been collected:

Property Returned	Dept. Head's Initials	Property Returned	Dept. Head's Initials
_____	_____ Employee ID	_____	_____ Access Cards/Alarm Keys
_____	_____ Keys	_____	_____ Phone Card/Calling Card
_____	_____ Pro Card and cancellation form	_____	_____ PDA
_____	_____ Cell phone/Blackberry	_____	_____ Printer
_____	_____ Laptop computer	_____	_____ Portable AV equipment
_____	_____ Beepers	_____	_____ Software
_____	_____ Home equipment (computer, etc.)	_____	_____ Safety goggles
_____	_____ Tools	_____	_____ Lab equipment
_____	_____ Uniforms	_____	_____ Corporate AMEX card
_____	_____ Dept. Publications, Manuals, etc.	_____	_____ Other _____
_____	_____ Books/Videos/etc. from NU Library	_____	_____ Other _____
	(For list of borrowed material, call x8778)	_____	_____ Other _____

Prior to leaving the University, employees should also transfer the following access to their supervisor:

_____	_____ Computer Login	_____	_____ Mainframe
_____	_____ Voice Mail/Telephone	_____	_____ PeopleSoft
_____	_____ Email	_____	_____ Graduate Database
_____	_____ Other _____	_____	_____ Other _____

I, \_\_\_\_\_, have returned all items belonging to Northeastern University.  
 (Faculty or Staff member's printed name)

\_\_\_\_\_  
 Faculty or Staff Member's Signature/Date

\_\_\_\_\_  
 Department Head Signature/Date