



Separation Checklist for Managers

This checklist outlines employment exit procedures to assist departments, schools or colleges that don't have a formal process to facilitate the separation of an employee.

Is employee moving to a new position with another USC division, school or campus?

Yes

No

Don't Know

Name:

Date of Separation:

EMPL ID#:

Manager:

Department:

Forwarding Address or Email Address:

Position:

Once notified of separation, make sure your Human Resources Contact submits the separation in PeopleSoft with attachments of the resignation letter and manager's acceptance to avoid salary overpayment.

Check when completed.

Review and approve, if accurate, all leave taken or time worked if non-exempt employee, and leave taken if exempt employee.

Notify IT or appropriate department representative to remove access to all University servers and systems (as applicable) at time of separation.

Remove terminating employee's name from authorized signature lists, if applicable.

Make sure all assigned property is returned and turned into proper departments to include but not limited to:

Purchasing Card (P-Card)

Keys

Badges

Cell Phone

Laptop

Tablet

Other:

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 message.

Forward the completed Separation Checklist to your HR Contact. (Do NOT send to USC-Division of HR).

Completed By:

Date: