

## Employee Separation Checklist for Supervisors/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.*

### Actions of Supervisor/Manager:

#### Step 1:

Once notified of separation, **immediately** complete the [employee separation form](#) and send to your HR Representative with attachments of the resignation letter and acceptance to avoid overpayment.

#### Step 2:

Complete the information below:

Employee's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Separation: \_\_\_\_\_

Forwarding address or email address \_\_\_\_\_

Is employee moving to a new position another USC division/school/campus? Yes      No      Don't know

#### Step 3:

**Check (✓) when completed or indicate N/A.**

\_\_\_ 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 at time of separation.**

\_\_\_ Remove terminating employee's name from authorized signature lists.

\_\_\_ Make sure all assigned USC property is returned and turned into proper departments to include but not limited to p-cards, keys, badges, 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.

#### Step 4:

Forward the completed form to your HR Representative to be maintained in files.

**(Do not send to USC – Division of HR.)**

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_