



Employment Separation Checklist for the Supervisor

Employee/Position Information

Department: _____	Position: _____						
Employee Name: _____	Last Day Worked						
Last	First						
Supervisor Name: _____	<table border="1" style="border-collapse: collapse; width: 100%;"> <thead> <tr> <th style="width: 33%;">Day</th> <th style="width: 33%;">Month</th> <th style="width: 33%;">Year</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> </tr> </tbody> </table>	Day	Month	Year			
Day	Month	Year					
Last	First						

When an employee is leaving the University, the supervisor of the departing employee, or her/his designate, is required to complete and return this checklist to Human Resources by no later than the last day of work.

Please identify all completed items with a checkmark in the appropriate box.

- All University keys and access cards must be returned to the University.** Filing cabinet, desk and other equipment keys must be returned to the supervisor or her/his designate. Door Keys and/or access cards must be returned to the appropriate office at the worksite. The supervisor must confirm with the appropriate office that the keys and/or access cards have been returned, or must take custody of the keys and/or access cards for return to that office. Any deposit owing to the employee will be returned by the designated office.

- Where a University Purchasing card and/or a University credit card have been issued to the employee, they must be destroyed (cut up or shredded) and the supervisor must send confirmation of the destruction to the Purchasing department.** The supervisor must also confirm the employee’s date of termination with the Purchasing department, ccard@sfu.ca, and any card issued to that employee will be canceled.

- If an employee has signing authority over a departmental account, she/he must be removed from the Signing Authority Form for that account.** The supervisor must send an updated Signing Authority Form to the Financial Authority department (finauth@sfu.ca), having removed the departing employee from said list.

- If the employee is a custodian of petty cash, the funds must be turned over to the supervisor or another employee within the department.** The department head is responsible for completing a new Petty Cash Custodian Confirmation form (<http://www.sfu.ca/finance/forms/index.htm>) and submitting it to Financial Services, Accounting with a copy to the Bookstore.

- Where an employee had access to a departmental safe, the combination of that safe must be changed.** Responsibility for access to the safe and its contents will be transferred to her/his replacement and/or another appropriate party. The supervisor is responsible to ensure that the safe’s combination is changed to something unknown to the departing employee.

- Arrangements must be made to handle work related email and to ensure that any additional secure access to other confidential or sensitive computer systems (e.g., SIMS and HAP) and databases is terminated when employment ends.** Under normal circumstances, an employee’s Computing ID will automatically expire one year following the end of employment. In the interim, work related email may be redirected by placing a message on the employee’s email account. This notice can be posted by the employee using the SFU Connect “Preferences” function. If the employee does not post a message indicating who should be contacted on work related matters, the supervisor can ask the postmaster@sfu.ca to set a notice. If there is a need to terminate an employee’s Computing ID on the last day of employment, then the Executive Director of Human Resources, or delegate, must be asked to confirm the account termination with IT Services.

The telephone voice mail passcode and message must be changed. The passcode and message can be changed if the employee provides her/his passcode. If the passcode is not obtained from the employee, then contact Telephone Services at phones@sfu.ca or 778-782-4113 to request a passcode change.

If the employee has an existing cell phone plan through the University, the supervisor or her/his designate must ensure that the plan is cancelled. If the employee is in possession of a phone or any related hardware belonging to the University, this property must be returned to the supervisor or her/his designate.

Parking decals must be returned to Parking Services. Burnaby Campus: If the employee has not returned their decal, the supervisor must send an email to notify Parking Services of the employee's separation. Surrey Campus: If the departing employee holds a parking decal, the supervisor must note the employee's separation on his/her Routing Slip in the online database: <http://sc-acbdb.surrey.sfu.ca/routingslip/routingslip.php> and return the decal to Facilities.

All University materials and/or equipment in the employee's possession, as a result of her/his employment, and located outside University property (e.g., at the employee's residence), must be returned to the University. If the employee is leaving on short notice, it may be necessary to make arrangements with the employee to pick up the materials and/or equipment at the offsite location.

Notify pertinent departments of the employee's departure. The supervisor or her/his designate is responsible to ensure that the following contacts are notified of the employee separation:

- access_control@sfu.ca
- phones@sfu.ca

In addition, the supervisor must also advise the appropriate departments to ensure that the employee's access to University systems (i.e. HAP, SIMS, Fast, etc.) is revoked.

An employee who is being terminated for cause should be provided with a final pay cheque on her/his last day of work. The Employment Standards Act requires the employer to pay all wages owing within 48 hours of a termination, but the University's normal practice is to provide the final cheque with the letter of termination. When notified by the supervisor, the HR Advisor will work with Payroll to arrange for a final cheque.

Supervisor Certification Statement

I have completed the above Employment Separation Checklist and have reviewed it with the employee.

Supervisor's Signature

Date

Employee Certification Statement

I certify that all University property has been returned.

Employee's Signature

Date