



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