

## LONGWOOD UNIVERSITY CHECKLIST FOR SEPARATING EMPLOYEES

**PURPOSE:** To ensure the employee separating from Longwood University returns all department issued and Longwood University property and to eliminate any ability to incur financial or contractual liability upon the University relating to the position from which the employee is leaving. Separating employees must also reconcile leave recorded with leave usage.

**INSTRUCTIONS:** The Supervisor should complete the following checklist for an employee on or before his/her last day of employment with the University. A late or incomplete form could result in liabilities to the department. Once completed, the Supervisor returns the checklist to Human Resources.

**Employee Full Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Building/ Office No.** \_\_\_\_\_

\*please put "N/A" in the fields that do not apply.

DEPARTMENT COLLECTS	COMMENTS/ACTION TAKEN
Keys, (office, building, desk, etc.) – Return keys to the locksmith	
Longwood Employee ID (Return to Lancer Card Center) <b>Retirees keep ID</b>	
Business Cards, Name Tags, etc. – Destroyed by Department	
Longwood Credit Cards - Travel Cards, Small Purchasing Cards <u>must be returned to Accounts Payable</u>	
Credit Card, Phone Cards, etc. – must be returned to Materiel Management	
Parking tag - must be returned to supervisor, who will return to Parking <b>Retirees exchange parking tag</b>	
Longwood uniforms, tools, accessories - Returned to dept.	
IPads, Kindle, Laptops, Cell phones, Files, Manuals, Technical Books, Software or ANY Property belonging to Longwood - Return to dept.	
Turn in Change Fund	
Time and/or Leave recorded and approved for final pay period ( <b>whether leave is taken or not</b> )	
Campus Loan Art - Arrange to be picked up by LCVA staff	
Library Resources returned to the library	

\_\_\_\_\_  
**Supervisor Printed Name**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

**(Please return this form to Human Resources, Lancaster 109 on or before the employee's last day of work)**