Checklist for Classified and Professional Staff Separating from BSU Employment

Note: Employees should review the following list with their supervisors to determine which items are applicable.

**Employee responsibilities**

- Submit letter of resignation, including your separation date. Talk to your supervisor about whether you will be using vacation time prior to your separation date.
- Review information about end of employment benefits and compensation at:
- If you are retiring, contact the HR Benefits staff and review information found at
- Turn in all building/departmental keys (building, office, file cabinets).
- Return any BSU equipment which may be in your possession.
- Turn in other BSU materials - including, but not limited to:
  - BSU card
  - Departmental Staff ID card
  - Parking Permit – Return to Transportation & Parking Services
  - P-Card
  - Diners/VISA Travel Card
  - Pager
  - Cell phone
  - Laptop
- Provide supervisor with passwords to computer departmental files.
- Provide supervisor with voice mail access code.
- Update address in HR Self Service through PeopleSoft HR for final check and W-2 form.
- Update your voicemail message to advise callers of your separation and a number to call for assistance.
- Separating employees should either set up an auto-reply email message to let others know you have separated or forward your account to another employee. For assistance contact OIT at 208-426-4357
- Ensure that your leave records are up to date and that you retain a record of your final leave balances.
- Return all books to the Library. Outstanding fees will be deducted from the final paycheck.
- If you are taking classes on a fee waiver and you leave prior to the end of 8 weeks of classes, you must pay the full amount of fees required for enrollment. You will be notified by Payments and Disbursements of the amount owing. Contact the office at 426-1212.
- If you voluntarily resign your position, you may be required to pay back all or a portion of any moving reimbursement expenses you received. Contact the Accounts Payable Office at 426-1589 for details. Repayment may be deducted from your final paycheck.
- Contact Transportation & Parking Services to request cancellation and to have payroll deductions stopped. Contact the office at 426-7275 or at [http://transportation.boisestate.edu/index.php](http://transportation.boisestate.edu/index.php)
For Administrators and Employing Officials

Employee Name ________________________________ EID Number ________________________________
Separation Date _______________________________ Forwarding Address _______________________________
Phone Number _________________________________ ________________________________________________
Email Address _________________________________ ________________________________________________

Supervisor/Departmental responsibilities

Leave Records
- Receive letter of resignation or notification of appointment end date. Confirm that the employee is separating from the University and not transferring to a different BSU department.
- Update leave records in preparation of employee’s separation.
- Process the Employee Action Form (EAF) to separate the employee.

Forwarding Address
- Confirm that employee has updated their forwarding address on HR Self Service through PeopleSoft HR Building Access
- Receive all keys (office, building, desk, and file cabinets) and building use permits.
- Remove employee from electronic building access locking system database

Equipment
- Collect BSU issued-equipment such as laptops, cell phones, software, or other tools

Email
- Discuss how the separating employee’s email will be handled
  - There are two options, both of which require the employee to take action from their account. The separating employee can either set up an auto-reply email message to let others know they have separated or forward their account to another employee. To forward your email account to another employee or supervisor, see http://oit.boisestate.edu/email/gmail-at-boise-state-university/email-forwarding-at-boise-state-university/
  - For other questions, please email helpdesk@boisestate.edu or call 426-4357.

Electronic and Paper Files
- Determine location of computer and paper files; if necessary, move office files to shared drives. Obtain departmental computer passwords and computer access codes. Ensure that all electronic files are reviewed for retention in accordance with the department’s records retention schedule.

Computer Access
- End the employees’ User Account OIT. http://oit.boisestate.edu/accounts/
- End the employee’s access to PeopleSoft Finance and HR via OIT. http://oit.boisestate.edu/accounts/
- End the employee’s access to EAFs via HR. https://secureforms.boisestate.edu/hrs/request-for-electronic-employee-action-form-security/
- Remove employee from Google Groups, Sites, Calendars and Directories.

Communications Access
- Transfer or cancel voice mail. Obtain voice mail password ____________________
- Return pagers
- Return cell phones
- Other - List

BSU Card/Staff ID Card
- The employee returns the BSU Card to the supervisor for destruction

P-Card
- The employee returns the P-Card to the supervisor for destruction
- Submit a P-Card Account Maintenance Request to cancel the employee’s p-card at http://vpfa.boisestate.edu/process/pcard/pcard_accountmaintenance.pdf
  - For additional information contact the BSU P-Card Administrator at 426-1795

Diners/VISA Travel Card
- The employee returns the card to the supervisor
- Return card to Accounts Payable. For additional information call 426-1589