

Employee's Name: _____

Job Title: _____

Unit/Office/Division: _____

Date of Separation: _____

SUPERVISOR

- ___ Voicemail password communicated with supervisor
- ___ Voice message changed
- ___ Setup automatic response on email (*ex. I am no longer employed at Rutgers, please forward all inquiries to...*)
- ___ Update ownership of shared email/calendar accounts or online services
- ___ Place all work related documents on shared drive folder
- ___ Notify webmaster of employee separation
- ___ Notify and submit termination letter to the Office of Faculty & Services
- ___ Parking Hangtag and Rutgers ID return to the Office of Faculty & Services
- ___ All personal items removed from desk and office
- ___ Lab/clinic coats returned
- ___ Course materials provided to department

Supervisor: _____

Date Submitted: _____

FINANCE – PURCHASING SYSTEMS

- ___ Ensure grants are closed, transferred, or change of PI
- ___ Terminate access from financial systems (i.e. Oracle expense management)
- ___ Terminate access RU Marketplace (*SciQuest*)

Supervisor: _____

Date Submitted: _____

IT/FACILITIES

- ___ Keys returned
- ___ Pager returned
- ___ Parking hangtag returned
- ___ Computer equipment returned
- ___ Deactivate access to all buildings
- ___ Rutgers Mobile phone and passcode
- ___ Rutgers iPad and iPad Passcode
- ___ Deactivated e-mail (*listserves*), all software
- ___ Remove iCloud and iTunes passwords from iPads/iPhones
- ___ Removal from University/Department mailing lists, website and restricted drives

Supervisor: _____

Date Submitted: _____

CLICK HERE TO SEND TO IT, FACILITIES, ADMINISTRATION, AND FINANCE