

**LONGWOOD UNIVERSITY  
CHECKLIST FOR SEPARATING EMPLOYEES**

**PURPOSE:** To ensure that employees separating from Longwood University return all department-issued and Longwood University property, that access to confidential information is terminated, 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 use.

**INSTRUCTIONS:** The Supervisor is responsible for completing the following checklist with the separating 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 Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

<b>DEPARTMENT COLLECTS</b>	<b>COMMENTS/ACTION TAKEN</b>
Keys, (office, building, desk, etc.) – Contact or return keys to Pinkey Baldwin.	
Longwood Credit Cards (Travel Card, Small Purchasing Credit Card, Phone Cards, etc.) - Cards must be returned to issuing departments.	
Parking tag- must be returned to issuing department.	
Longwood Employee ID, Business Cards, Name Tags, etc. – Destroyed by Department	
Longwood uniforms, tools, accessories.	
Files, Manuals, Technical Books, Software or Other Property belonging to Longwood.	
Leave Report for last period the employee will be reported <b>(whether leave is taken or not)</b> . Submit to: <b>Payroll-</b> Classified <b>Human Resources-</b> A/P Faculty	

\_\_\_\_\_  
**Employee's Signature**

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

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

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