Human Resource Services
New Mexico State University
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Employee Separation Checklist (Optional)

Purpose: This form is to be used to assist supervisors in determining what items may be returned and what paperwork may be processed for an exiting employee. This form is not an all inclusive list and some information may not be applicable for all NMSU positions. Supervisors are responsible for ensuring the retention of all items and completion of appropriate forms more specific to their internal operations.

Section A: Employee Information

First Name:	Last Name:	Aggie ID:
Position Title:	Department:	Separation Date:

Section B: Checklist (Items to be returned, accounted for, closed out, repaid or disconnect access)

NMSU Equipment and Materials:

- ☐ vehicle
- ☐ vehicle fuel key card
- ☐ cell phone/pager/radio
- ☐ computer/laptop
- ☐ loaned equipment for home/off-campus use
- ☐ printer
- ☐ manuals (software manuals, procedure manuals, etc.)
- ☐ textbooks
- ☐ classroom materials (audio/visual equipment)
- ☐ student records (tests, grades, etc.)
- ☐ personal protective equipment
- ☐ tools/hardware/power tools

Department Issued Credit Cards and IDs:

- ☐ vehicle fuel credit card
- ☐ Diner's Club Corporate credit card
- ☐ Diner's Club Cash Enrollment
- ☐ petty cash/safes
- ☐ procurement card

Departmental documentation and tasks to be completed:

- ☐ PAF with supporting documents (i.e. resignation notice)
- ☐ Exit Evaluation (for transferring employees)
- ☐ Exit Interview by HR Services
- ☐ computer sweep for preparation of new employee
- ☐ travel reimbursements

Outstanding Balances:

- ☐ Accounts Receivable (advances/overpays/tuition)
- ☐ Library (books or fees)
- ☐ Parking Office (fines or return sticker for prorated refund)
- ☐ Employee Health Services (fees/prescription fees and pick up)
- ☐ Department obligations-personal use (long distance phone calls, copier/printer use, etc.)

Security and Electronic Access:

- ☐ Computer Systems Access Term (database and application):
  - Banner access/Production Banner Environment Access
  - Other computer systems access

  Email: security_admin@nmsu.edu, include employee Aggie ID and term date with request to terminate access.
- ☐ E-hire approver – Terminate Access Request
- ☐ Employee Access Termination Form (Admin & Finance users)
- ☐ Cognos – Terminate Access Request
- ☐ telephone service- terminate service or share voicemail code
- ☐ e-mail account (will terminate after 1 yr unless request is made due to administrative reasons/concerns)
- ☐ keys (building access keys, file cabinet keys)
- ☐ codes (alarm system/key pad access)
- ☐ badges/access key cards
- ☐ share passwords for computer files/documents
- ☐ employee signature removed from bank signature records

Payroll:

- ☐ final leave report/timesheet submitted
- ☐ leave balances verified/corrected for payout
- ☐ final paycheck (direct deposit or manual)
- ☐ check release form (if another individual will pick up check)
- ☐ Verify forwarding address if future paychecks will be mailed. Please notify Payroll Services at hrhelp@nmsu.edu if different.

Benefits:

- ☐ Benefit Continuation Options
- ☐ Retirement Options
- ☐ Tax Sheltered Annuity/457s

Other:

- ☐ _____
- ☐ _____
- ☐ _____

Section C: Forwarding Contact Information and Comments

Forwarding Address:	Phone Number/s:	Other/Comments:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section D: Acknowledgement

Employee Signature: _____ (Signature) _____ (Print) _____ (Date)

Department Signature: _____ (Signature) _____ (Print) _____ (Date)

CC: Employee
Department file