



INSTRUCTIONS – Employee Separation/Transfer Checklist

Supervisors should read these instructions completely before filling out the checklist. The completed checklist should be kept within the department's records. The checklist is a tool to help guide the supervisor and the terminating or transferring employee through the separation process.

Supervisor or assigned personnel should complete the following **Employee Separation/Transfer Checklist** for terminating or transferring employees. The purpose of the checklist is to document procedures to revoke or change secured access privileges and secure all equipment. If an employee is ending his/her employment with Northern Arizona University for any reason, or transferring to another NAU department, the supervisor needs to follow the checklist to ensure a smooth transition and to provide for the continuation of any benefits/services the employee may need. The supervisor should initiate this form and start completing it as soon as the departure notice is received from the employee.

Employee's secured access refers to access/accounts (in addition to standard email, NAU domain, and PeopleSoft self-service) that require specific security access authorization requests and may include but not be limited to:

- PeopleSoft/LOUIE (secured access)
- Business Objects/Data Warehouse access,
- PeopleSoft Financials System,
- Disable access to domain resources by removing employee from any NAU domain (active directory) accounts they should not longer access.
- Transfer ownership on any:
 - department or project accounts that were owned by employee, including "shared" email/calendar accounts, resource accounts and other project accounts
 - web server accounts, including Sharepoint
 - Listserv mailing list ownerships
- Directory Services Department Maintenance Applications
- Any other secured system access

If the department is concerned about a departing employee's access to NAU records, property, or personnel, please work through your HR representative to coordinate with ITS in revoking various computing security in a timely manner, and issues related to property or personnel.



Employee Separation/Transfer Checklist

Employee Name: _____
NAU ID: _____
Department Name: _____
Position Title: _____
Supervisor: _____
Separation Date: _____
Transfer to another University Department: Yes No
Department Name: _____ Transfer Date: _____

SUPERVISOR IS RESPONSIBLE FOR COMPLETING:

- Supervisor must submit on-line request at <http://nau.service-now.com> to have employee's secured access disabled. (If Email and NAU domain access need to be immediately disabled, please specify this on the request. If not specified, these accounts will purge automatically within 2 weeks of termination of employment for staff, or 6 months for faculty.)
- Cancel specific departmental software/server/shared files access (accounting software, scheduling software, listservs, websites, etc.).
- Employee should be reminded to remove NAU licensed software if they have it installed on a personally owned system. Licensing is only valid during employment. (Employee would have been required to acknowledge this at time of specific software download or media purchase.)
- Be sure you have access to employee's files stored on desktop system PC only. Files saved on desktop system should be backed up and/or moved to a shared folder or server where they will be accessible as needed.
- Transfer of ownership of all active and archived files or libraries.
- If relevant, reminder of any non-disclosure agreement that has been signed to protect sensitive research or other important university data.
- Voicemail IRIS account deleted (Submit a service-now request to Telecomm—go to <http://nau.service-now.com>.)
- Main departmental voice mail account password reset (Submit a service-now request to Telecomm – go to <http://nau.service-now.com>.)
- Removal from on-line access to phone bills (Submit service-now request to Telecomm – go to <http://nau.service-now.com>.)
- Remove all PeopleSoft Campus Solutions, Human Resources and financials system access through an ePASS: <http://nau.edu/ITS/Learn/ePASS/>.



SUPERVISOR IS RESPONSIBLE FOR COLLECTING THE FOLLOWING APPLICABLE ITEMS AND/OR ADDRESSING THE FOLLOWING ISSUES:

- Obtain letter of resignation or retirement from the employee.
(Sample letter is located in the Forms Index at <http://nau.edu/Human-Resources/Forms-Index/#>.)
- Supervisor should provide a letter of acceptance for the resignation or retirement to the employee. (This is included in the Resignation Sample Letter noted above.)
- Review your department's *reports to structure* in PeopleSoft and update with any necessary changes. This will help to ensure that timesheets on Benefit eligible employees, ePASS and ePOST forms, along with any other electronic forms dependent on supervisory levels will route appropriately.
- Email Reporting@nau.edu to remove any Enterprise Reporting Access
- Remove any OnBase Security. Instructions and forms can be found at: <https://nau.edu/onbase/onbase-user-security/>
- Review any system access on external NAU systems that an employee may have been granted access to (cloud services, external vendors, etc.)
- Keys (office, building, cabinet, desk, vehicles, including any master keys, other.)
- Card swipe/Lenel access (office, building, other); Keyless Omni code entry removed
- Badge/ID (office, building, other); NAU nametags
- Equipment at home returned (computers, laptops, printers, modems, books, tools, etc.)
- Documentation/manuals – software manuals, procedure manuals, etc.
- Purchasing cards (Supervisor should shred cards, notify the PCard Liaison and complete the Change/Exception Request Form to delete/close the account and send completed form to Purchasing Services at Box 4124.) Form is located at: <https://nau.edu/Contracting-Purchasing-Services/Purchasing/PCard-Forms/>
- Fuel credit card (Supervisor needs to return card/to Transportation Department at Box 6016.)
- University-owned mobile devices (e.g. cell phone and accessories, iPad, tablets, pagers, etc.)
- If authorized purchaser, contact suppliers and vendors to cancel employee as authorized purchaser.
- Cancel any signature authority.
- Department specific property.
- Submit all final travel reimbursements.
- Department issued uniforms (i.e. staff shirts, etc.)
- Termination/Transfer Personnel Action Request form (ePAR) completed in <http://peoplesoft.nau.edu>
Note: If the employee is transferring to another NAU department without a break in service no TERM/Transfer ePAR is required. The hiring department will submit the Transfer ePAR.

Supervisor Signature

Date

For employees that are departing the university, the supervisor is to provide the **Employee Separation Information Sheet** (Page 4 & 5 of Checklist) to the departing employee immediately upon notification of resignation or retirement.



Employee Separation/Transfer Checklist

EMPLOYEE SEPARATION INFORMATION:

- Outstanding fees (parking tickets, travel advances, library fees, etc.). Outstanding balance may be deducted from last paycheck. You will need to pay any outstanding fees at the Student and Departmental Account Services Office located in the Gammage Building #1, North Campus, first floor, main lobby. Information number (928) 523-6153 or you pay directly on the web at <http://nau.edu/sdas/>.
- Parking Decal (To stop payroll deduction, peel sticker from vehicle and return to parking services. Otherwise the full amount will be taken out of employee's last check.)
- Cancel any meetings or seminars that are scheduled for a time following your transfer or separation date. Work with your supervisor to achieve a smooth transfer of duties.
- Update your address on LOUIE self service so you can receive future correspondence. Sign up for Electronic W-2 Delivery through the following pathway: LOUIE – Self Service – Payroll and Compensation. You can get information on Electronic W-2s and access the log in to create an account for electronic W-2 delivery at <https://nau.edu/human-resources/employee-resources/payroll-information/w-2--1095c-information/>
- Your final paycheck will be paid on the next regular payday according to the payroll schedule located at <http://nau.edu/Human-Resources/Employee-Resources/Payroll-Information/Payroll/>. If you are entitled to vacation pay out, it will be included on your final check. You will be able to view and print your paycheck for 6 months after separation from Northern Arizona University. You can do this by linking to <https://peoplesoft.nau.edu> and logging into LOUIE. On the **Faculty and Staff Services page**, click the link called **View Paycheck**. Questions about your final check can be directed to the Payroll team at <http://nau.edu/Human-Resources/Contact-Us/>.
- Benefits: Your coverage of benefits will terminate unless you are a benefit eligible retiree. Most benefits will terminate the 1st of the pay period following your last day of employment. You may be eligible to continue to purchase certain benefits after you leave. More details on when your benefit coverage ends and which benefits you can continue can be found at: <http://nau.edu/Human-Resources/Benefits/Eligibility-Enrollment/When-benefit-coverage-ends/>.
- Upon loss of medical, dental and vision coverage for you and/or your eligible dependent(s) will be mailed a COBRA notification packet within 14 days of the date the Human Resources receives official confirmation of an employee's separation from employment or change in eligibility status. The law requires that this packet be sent by mail to the last known address of the employee and/or the employee's eligible dependent(s).
 - An eligible individual has 60 days from the date of the notice to elect COBRA coverage.
 - The individual then has an additional 45 days from the date of COBRA election to make the first premium payment.
 - Once the premium has been paid, the individual's coverage will be reinstated retroactively to the last day of coverage under the NAU/State of Arizona group plan.For additional COBRA information: <http://nau.edu/Human-Resources/Benefits/COBRA/>.

- If you are leaving NAU but not retiring, you may have questions about your retirement account. You can access information on available distribution, rollover and other options at: <http://nau.edu/Human-Resources/Benefits/Eligibility-Enrollment/When-benefit-coverage-ends/>.
- Exit Interview: We would like to learn about why you are leaving NAU and about your experience as an employee here. Please help us by completing the exit interview survey at: <http://www.surveymonkey.com/s.asp?u=706993093028> or access a printable version at: <http://nau.edu/Human-Resources/Forms-Index/#e>.