University Separation Checklist Form

As part of your separation from the University, you are required to return all University property that was issued to you during your employment. Please bring this form to the departments listed below. They will verify that you have returned any University issued property or that none was issued. **This form must be completed and returned to the Human Resources department.** Upon receipt, Human Resources will authorize the release of your last paycheck.

Employee Name: _____ **Banner ID#:** _____

Home Department: _____ **Last Day of Work:** _____

HOME DEPARTMENT: Type of property may include desk/file cabinet keys, and miscellaneous office equipment

Department Supervisor (Print Name): _____

Signature: _____ Date: _____

ADMINISTRATIVE SERVICES: Type of property may include P-Card, etc.
Contact: Seth Koos, University Hall – Room 008A, Phone: 203-837-8657

Signature: _____ Date: _____

FISCAL AFFAIRS: Type of property may include any outstanding payments, travel advances, etc.
Contact: Peter Rosa, University Hall - Room 205, Phone: 203-837-8376

Signature: _____ Date: _____

LIBRARY: Type of property may include books and other library material
Contact: Circulation Desk - Haas Library, Phone: 203-837-9100 or Young Library, Phone: 203-837-9139

Signature: _____ Date: _____

PARKING OFFICE: Type of property: WCSU parking permit
Contact: Dispatcher, Midtown University Police Dept. - entrance located on Roberts Ave. Phone: 203-837-9300

Signature: _____ Date: _____

WESTCONNECT OFFICE: Type of property may include door and building keys and staff ID
Contact: WESTCONNECT Card Office – entrance located at the rear of Old Main, Phone: 203-837-9311

Signature: _____ Date: _____

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Employee Name: _____ **Banner ID#:** _____

INFORMATION TECHNOLOGY & INNOVATION: Type of property may include computer, laptop, monitor, replicator, access to information systems, printer, mobile device, etc.
To schedule an appointment please contact: Jason Esposito at 203-837-8324 or 203-837-8388 or Mark Poulin at 203-837-8926

****Employees must complete the below information before it will be signed by IT&I****
Employee to answer the following questions:

Are you a faculty member? YES NO

If yes, will you be returning to teach on a part-time basis? YES NO

If yes, what semester will you be teaching? _____

If you are not a faculty member, will you be returning to work at the University? YES NO

If yes, which department will you be returning to work in? _____

Employee's Office Location: Room #: _____

Building Name: _____

If you have any Information Technology equipment, you must provide the bar code number of each item on the corresponding line below. If you have a piece of equipment that does not have a bar code, list it under "Other."

Desktop	
Monitor	
Laptop	
Printer (MODEL)	
Scanner	
Other	

All equipment (i.e., laptop, mobile phone, monitors, etc.) must be returned directly to IT&I - Contact Jason Esposito or Mark Poulin to schedule an appointment for the return of the equipment.

IT&I Signature: _____ Date: _____

HUMAN RESOURCES OFFICE: For Full time Employees Only – Complete the Separation Survey that was sent to you by the Chief Diversity Officer.

HR Signature: _____ Date: _____