

RETIRING EMPLOYEE SEPARATION CHECKLIST

Name: _____ Supervisor: _____

Department: _____ Last day with department: _____

This checklist is to be completed by the employee and returned to his/her supervisor prior to the last day with the department.

YOUR OFFICE

Yes N/A

- Completed required job responsibilities prior to my departure or I have arranged to have them completed on my behalf.
- Prepared and delivered a summary of ongoing projects and tasks to my supervisor.
- Placed work-related print documents in a secure area.
- Notified committees, project teams, etc. of intent to leave.
- Returned building, office, desk, vehicle, and other keys to my supervisor.
- Returned miscellaneous office equipment, tools, uniforms, supplies, etc. to my supervisor.
- Returned other University property to Library or any other area.
- Removed personal items from office or work area.

YOUR IT ACCOUNTS AND TECHNOLOGY

Yes N/A

- Exchanged current DePauw ID at HelpDesk for a new retiree ID.
- DePauw Google Account will remain active during retirement. Optional:
 - Set up an automatic email response (<http://goo.gl/n2qMGT>) with relevant information. (Example: XXXXXX has retired from the University. Questions or requests may be directed to XXXXXX@depauw.edu or 765-658-####.)
 - Set up email forwarding (<http://goo.gl/Y6JrIY>) or create email filters (<http://goo.gl/gsx94S>) as directed by supervisor.
- Transferred ownership of Google Apps materials:
 - Recurring** events or meetings (<http://goo.gl/5RjvcZ>) scheduled after my departure date.
 - Individually created calendars (<http://goo.gl/U26dS4>) shared with others.
 - Files and folders (<http://goo.gl/FR0aVy>) in Google Drive.
- Transferred work-related electronic materials from personal network (P:) drive, smart phone, cloud storage, or other
- I: drive folders I currently have access to (*Supervisor communicates access changes to HelpDesk@depauw.edu):

Yes N/A

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