

Student Media Employee Separation Checklist

Instructions:

For Student Wage, Federal Work Study and Wage positions only. Faculty Admin and Classified employees should use the Separation Checklist on <http://hr.gmu.edu>.

If an item does not apply (e.g., keys), put "N/A" next to check box. Sign the signature block when checklist is complete.

The completed checklist must be stored with the employee's personnel file.

Name	
G Number	
Last Day	

To be completed by Employee on last day

- Final timesheet must completed and submitted
- Return any checked out equipment
- Return any office keys to Key Control (Nottoway Annex; Room 133)
- Return any furniture keys to Business Manager
- Fill out Exit Survey

Signature		Date	
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To be completed by Advisor or Supervisor within 3 business days of last day

- Review and approve final timesheet
- Verify that all keys have been returned
- Complete EPAF to terminate employee in Banner
- Complete Electronic Access Request Form (UPD-28) to remove swipe card access to the office

Signature		Date	
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To be completed by Associate Director, Technology within 3 business days of last day

- Reset email password of any generic accounts or Student Media domain emails used by employee
- Remove access to any Student Media websites
- Remove access or reset password to Student Media group social media accounts
- Verify that all equipment has been returned

Signature		Date	
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