

# Villanova University

## Employee Separation Checklist

Employee Name:	
Position Title:	
Department:	
Date of Separation:	

Please use this checklist to identify and track the typical tasks that should be completed for each employee exiting the University. The Human Resources department should be notified immediately of all separations. Involuntary separations should be pre-approved by HR before any action is taken.

### Department Requirements:

- If employee has resigned or retired, obtain notice of resignation/retirement and forward as an attachment with the Personnel Action Form.
- Complete all applicable fields on the electronic Personnel Action Form (PAF) and forward to [hrpaf@villanova.edu](mailto:hrpaf@villanova.edu).
- Ensure completion of employee's final timesheet (if applicable)
- Verify and approve any outstanding expense reimbursements
- If involuntary separation, determine how the employee will retrieve the personal contents of their work area.

Collect the following items from the employee:

- University keys
- Wildcard
- Laptop computer
- Parking hangtag (return to Public Safety)
- Procurement card
- Mobile device (such as cell phone or tablet)
- Departmental property
- Other: \_\_\_\_\_

*\*Please note: Wildcard and procurement card should be shredded, please notify UNIT of the mobile device and computer information.*

- Once you have completed the items above, please update this form and forward to [hrpaf@villanova.edu](mailto:hrpaf@villanova.edu)

### University IT Related Items:

Please contact the Helpdesk if you need assistance with the following:

- Out of office message (E-mail)
- Access to files on computer
- Email account inquiries
- Redirect office phone number
- Accounts/passwords
- Other: \_\_\_\_\_

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_