



## Checklist for Supervisors of Separating Employees

In accordance with [JMU Policy 1314 Transfer or Separation from Employment](#), and to ensure proper security is maintained, supervisors are responsible for notifying various departments and for collecting university property when an employee separates from the university.

When a full-time or part-time faculty or staff member is separated from employment, the employee's supervisor must submit a [PAR Form](#) to the Human Resources, MSC 7009, within three business days after the supervisor becomes aware of the employee's separation.

When a student employee or graduate assistant is separated from employment, the supervisor must submit a [PAR Form](#) to the Student Work Experience Center, MSC 3519, within three business days after the supervisor becomes aware of the student employee's or graduate assistant's separation.

**Supervisors must obtain all items of university property (such as electronic equipment, JACard, travel card, keys, parking permit, uniforms, etc.) from the individual being separated.**

### Supervisor Retains **Checklist** in departmental files

Employee's Name		
Separation Date		
Collect/Complete	Action Taken	Completed
Separation PAR Form	Send to HR/SWEC within three business days of separation notification	
JACard	Supervisor shreds, cuts or otherwise destroys	
Parking Permits	Supervisor notifies Parking Services 568-3300, <a href="mailto:parkingquestions@jmu.edu">parkingquestions@jmu.edu</a>	
Keys (building/office complex)	Supervisor notifies Lockshop Office 568-6796, <a href="mailto:fmlockshop@jmu.edu">fmlockshop@jmu.edu</a>	
Keys (desk, file cabinets)	Supervisor retains in department	
Uniforms	Supervisor retains in department	
Gas Card/Gate Card (FM only)	Supervisor retains in department	
Travel Card	Supervisor notifies Accounts Payable 568-7396, <a href="mailto:dellinix@jmu.edu">dellinix@jmu.edu</a>	
Small Purchase Card	Supervisor notifies Accounts Payable 568-7396, <a href="mailto:dellinix@jmu.edu">dellinix@jmu.edu</a>	
Electronic Equipment	Retain in department	
Instructional Faculty Grade Books	Retain in academic unit	
Departmental (Other)		
Change Address for forwarding W-2	Employee does one of the following: Update mailing address in J-Ess, send a fax to Payroll Services (540) 568-2946, e-mail <a href="mailto:Payroll-Operations@jmu.edu">Payroll-Operations@jmu.edu</a> , or visit JMU's Payroll Office	



Questions? Contact Benefits 8-3970 or the HR Service Center 8-6165