



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, parkingquestions@jmu.edu	
Keys (building/office complex)	Supervisor notifies Lockshop Office 568-6796, fmlockshop@jmu.edu	
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, dellinix@jmu.edu	
Small Purchase Card	Supervisor notifies Accounts Payable 568-7396, dellinix@jmu.edu	
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 Payroll-Operations@jmu.edu , or visit JMU’s Payroll Office	

Questions? Contact Benefits 568-3970 or the HR Service Center 568-6165

