Checklist for Supervisors of Separating Employees

In accordance with JMU Policy [1314](http://www.jmu.edu/JMUpolicy/policies/1314.shtml)-Transfer or Separation from Employment supervisors are responsible for taking action before the employee separates from a position within their department.

**Follow these four steps to comply with the university’s mandate to safeguard university data and property:**

1. Attend to items that apply and check the corresponding boxes.
2. If nothing on the checklist applies, check the No Action Taken box below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Action Details** | **Done** | **N/A** |
| **Return building/office keys** | Employee physically returns keys to FM Lock Shop |  |  |
| **Remove JACard electronic door access** | Contact Building Coordinator to disable access |  |  |
| **Retrieve university property** | * Desk and cabinet keys * Electronic devices * Duo Hardware Tokens * Small Purchase Card (SPCC) * Travel Card * Uniforms * JACard (Return to Card Services, MSC 5736) * Parking Permit (Return to Parking Services, MSC   1301) |  |  |
| **Obtain grade books** | Academic Unit Head shall obtain grade books (electronic or hard copy) in accordance with [Faculty Handbook](http://www.jmu.edu/facultysenate/facultyhandbook/iii-policies-procedures/a-rights.shtml#IIIA2) [section III.A.2.b.(15)](http://www.jmu.edu/facultysenate/facultyhandbook/iii-policies-procedures/a-rights.shtml#IIIA2) |  |  |
| **Change address notification for forwarding W-2** | If previously consented to receiving W-2s electronically, print prior year W-2s before losing access to MyMadison in 30 Days.  Employee does one of the following:   * Update mailing address in MyMadison; or * Fax address information to Payroll Services 540/568-2946; or * Email [Payroll-Operations@jmu.edu](mailto:Payroll-Operations@jmu.edu) ;or * Visit Payroll Office |  |  |
| **Collect Time and Attendance Records and time sheets** | 1. **Non-exempt classified staff**    1. Prompt employee to submit Time and Attendance Record to HR via email: [benefits@jmu.edu](mailto:benefits@jmu.edu) 2. **Wage employees**    1. Process according to JMU Payroll policy |  |  |
| **Other** | Please specify: |  |  |
|  | Employee was not issued property and was not granted any accesses for this job | **No Action Taken:** | |

1. Complete the following information:

Employee:      Employee ID:

Separation Date:       Form Completed Date:

Signature of Supervisor or Designee:

1. Retain the checklist in your department’s files for five years. The Auditor of Public Accounts or JMU Audit and Management Services may contact you/your department to provide the checklist anytime within the five-year document retention period.

Questions? Contact 540/568-3967, [humanresources@jmu.edu](mailto:humanresources@jmu.edu).