 ***Checklist for Supervisors of Transferring or Separating Student 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 or transfers from/within the university. Questions? Contact Student Employment 540-568-3269, studentjobs@jmu.edu.

***Supervisor completes and retains check list in department personnel file.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S = Separations, T = Transfers | | | | |
| **Collect/Complete** |  | **Action Taken** | **Complete** | **N/A** |
| W-2  Change address for forwarding of **current year** W-2**. If previously consented to receiving W-2’s electronically, print prior year W-2’s before losing access to My Madison in 30 days.** | **S** | Employee completes one of the following:  -Update mailing address in MyMadison **(Employee & Student Tab)**;  **OR**  -Fax address information to Payroll Services (540) 568-2946; or -Email to Payroll-Operations@jmu.edu; or -Visit Payroll Office |  |  |
| Keys  (bldg./office complex) | **S/T** | Supervisors must ensure employee is issued or returns key to the Lock shop. Supervisor notifies Lock shop Office 568-6796, fmlockshop@jmu.edu |  |  |
| Keys  (desk, file cabinets) | **S/T** | Supervisors issues or retains in department |  |  |
| Uniforms | **S/T** | Supervisor issues or retains in department |  |  |
| Electronic Equipment | **S/T** | Supervisor issues or retains in department |  |  |
| University Advancement | **S/T** | Notify University Advancement 568-5042, uaqa@jmu.edu |  |  |
| Complete Student  Employee Evaluation | **S/T** | Retain in departmental personnel file |  |  |
| Department (other) | **S/T** |  |  |  |
| None of the above items apply | **S/T** | Employee was not issued property and was not granted any accesses for this job |  | **No Action Taken** |

Employee Name: Employee ID:

Supervisor Name:

Separation Effective Date: Date form Completed: