DREXEL UNIVERSITY
Department of
Human Resources

Department/College Separation Checklist

Employee Name _____ University ID _____ Date of Termination _____

ACTION	DATE COMPLETED
When an employee gives their notice, please email exitinterview@drexel.edu with their name, entity that they are leaving (DU/DUCOM), University identification number, last day of employment, and email address.	
To ensure the separated employee is paid on time, please verify that the employee has completed their timesheet or leave report in DrexelOne. If they haven't, please contact Payroll immediately at payroll@drexel.edu for assistance.	
Personnel Action Form prepared and sent to Human Resources along with a copy of the resignation letter.	
Please explain that health benefits end on the last day of the month and that COBRA information will be automatically sent.	
General Accounting notified for removal of signature authority	
Terminate Account Access (Web*Financials, Banner, Email, Domain, Building Security, ID Card Security, Purchasing Card Security, Signature Authority). See second page for details.	
Outstanding expenses reconciled	
Office keys recovered	
ID card recovered	
Purchasing cards recovered and/or cancelled	
Laptop computer recovered	
Cell phone recovered	
Consider need to change locks	
Please remind employee to return parking pass to the Parking Department at the General Services Building (34th & Market Sts, Phialdelphia, PA 19104)	
Security notified (special circumstances)	
Other _____	

Checklist Completed By _____ Date _____

See the Termination of Employment Policy for more information.

Submit by Email

Request to Disable Accounts

Send the following email to disableaccounts@drexel.edu

Subject Line: Immediate Attention! Disable Accounts: User ID (e.g. xx12)

Body of Email:

Please disable account access for:

User ID: (e.g. xx12)
Name: (e.g. John Doe)
Department: (e.g. Human Resources)
Is this employee also a student at Drexel: Yes or No
Manager's Name/Title: (e.g. Jane Doe, Director)
Manager's Telephone: (e.g. 215-895-1234 (Direct Line))
Date of Termination: (e.g. 5:00pm)
Confirmation reply to: (e.g. Manager@drexel.edu)

If the Administrator of the terminating employee needs access to these accounts, add the following statement:

Accounts Office: Please contact Jane Doe (Manager's Name) at 215-895-1234 (Manager's telephone number (Direct Line)) to discuss options of forwarding email messages and gaining access to the domain account to retrieve data on John Doe's (employee's name) computer.