



ONLINE

Department/College Separation Checklist

Employee Name

University ID

Date of Termination

ACTION	DATE COMPLETED
When an employee gives their notice, please email resignation letter to your HR Business Partner as soon as possible.	<input type="text"/>
To ensure the separated employee is paid on time, please <u>verify</u> that the employee has completed their timesheet or leave report. If they haven't, please contact Payroll immediately for assistance.	<input type="text"/>
Please explain that health benefits end on the last day of the month and that COBRA information will be automatically sent.	<input type="text"/>
Terminate Account Access (Web*Financials, Banner, Email, Domain, Building Security, ID Card Security, Purchasing Card Security, Signature Authority). See second page for details.	<input type="text"/>
Outstanding expenses reconciled.	<input type="text"/>
Office keys recovered.	<input type="text"/>
ID cards recovered (both API and DragonCard). Submit cards to Human Resources.	<input type="text"/>
Purchasing cards recovered and/or cancelled.	<input type="text"/>
Laptop computer or mobile device recovered.	<input type="text"/>
Cell phone, mobile wireless router, external hard drive, camera, video recorder, etc. recovered.	<input type="text"/>
Consider need to change locks.	<input type="text"/>
Please remind employee to return parking pass to the Parking Department at the General Services Building (34th & Market Sts, Philadelphia, PA 19104).	<input type="text"/>
Security notified (special circumstances). Send request to HR Business Partner.	<input type="text"/>
Other <input type="text"/>	<input type="text"/>

Submit checklist with API ID Card and DragonCard to Human Resources within 1 business day of separation.

Checklist Completed By

Date

See the [Termination of Employment Policy](#) for more information.

Request to Disable Accounts

Send the following email to accounts@drexel.edu, copy Will Wiebalck at wsw42@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. mm/dd/yyyy, at 5 p.m.)

Confirmation reply to: (provide manager's drexel.edu email address)

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.