



EMPLOYEE DEPARTURE CHECKLIST (X check one):

- TRANSFER TO ANOTHER POSITION AT SMU
- TERMINATION, LEAVING SMU

The following checklist will help guide you through the various actions to take when an employee either leaves Saint Mary's University or your department through an internal transfer. Please contact HR@smu.ca immediately if there are any problems or questions concerning the employee's return of University property. This form needs to be completed by the Direct Supervisor, within 3 business days of the date of transfer/termination.

Employee Name		Employee A#	
Department		Date of Departure or Transfer	
Position Title			

ITSS Issues – contact ITSS Help Desk (496-8111) for assistance if necessary

Action Item – as applicable	Item Received	Not Applicable	Confirmed by (Initial)	Date Completed	Notes
Retrieve EIT assets (PC/cell/Laptop)					
Retrieve non-EIT (department owned)					
Notify EIT Help Desk of additional user accounts					

Financial Services Issues – contact Manager Reporting & Audit (420- 5458) for assistance if

Action Item – as applicable	Item Received	Not Applicable	Confirmed by (Initial)	Date Completed	Notes
Retrieve Pcard (VISA)					
Retrieve Travel Card (AMEX)					
Petty Cash – audit and custody					
Recover/Report on Travel Advance					
System(s) Access					
Other (eg: RBC Token)					

NOTE: It is the responsibility of the department to collect University property. Once this form is complete, forward to Human Resources and it will be maintained in the employee's file.

Human Resources Issues – contact HR Assistant (420-5564) for assistance if necessary

Action Item – as applicable	Item Received	Not Applicable	Confirmed by (Initial)	Date Completed	Notes
Obtain signed resignation letter					
For staff resignations ensure letter is forwarded to Human Resources as soon as					
For Faculty resignations ensure letter is forwarded to the President's Office per Article 10.1.44 of the collective agreement and forward a copy to					
Ensure completion and submission of employee's final leave slips (vacation, sick, overtime) and shift differential to HR prior to					

University Security Issues– contact Manager University Security (420-5578) or Dispatcher (420-5577) for assistance if necessary

Action Item – as applicable	Item Received	Not Applicable	Confirmed by (Initial)	Date Completed	Notes
Return Access card to Security to be de-					
Notify Security if alarm code needs to be de-activated					
Retrieve Keys and return to Security					
Remove Name - SMU Phone Book (Department Secretary)					
Parking pass cancelled and handed in to					

Immediate Supervisor/ Manager _____ Date _____

Department Head _____ Date _____

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