



HUMAN RESOURCES

Employee Separation Checklist

Employee Name: _____ EKU ID: _____

Separation Date: _____ EKU Email: _____

Department: _____ Supervisor Name: _____

Separation Checklist

- ☐ Email [Human Resources \(EKU.Human.Resources@eku.edu\)](mailto:Human.Resources@eku.edu) your expected last day of work and/or resignation letter if not already sent to your HR Business Partner. This will prompt benefit paperwork and your vacation payout (if applicable).
- ☐ Email Human Resources your mailing address or forwarding address for W2, benefits, and other payroll purposes.
- ☐ Return University and/or Departmental assets to your Supervisor (University keys, files, etc.)
- ☐ Return University laptop, docking station, laptop power cord, and other assigned equipment to Information Technology (IT)
- ☐ Remove all personal items from your workspace by the last day of employment (items left behind will be disposed of).
- ☐ Return EKU ID Card to the Supervisor or University Card Services.
- ☐ Return ProCard (as applicable) to the Supervisor or the Purchasing Department.
- ☐ Submit any travel vouchers and/or other reimbursements (as applicable) to Accounts Payable.
- ☐ Any outstanding fines or overpayments must be settled with the Student Accounting Department.
- ☐ Submit final timesheet or leave report via myEKU for supervisor approval.
- ☐ If you supervise others and/or approve time via myEKU, email HR (Human.Resources@eku.edu) the names of the employees along with who will be assuming the responsibility of approving their time.
- ☐ Download pay stub or W2 information as needed before separation. myEKU will be inaccessible upon separation.
- ☐ Submit this form (Employee Separation Checklist) to Human Resources at Human.Resources@eku.edu.
- ☐ If you would like to set up an exit interview, please contact your HR Business Partner.
- ☐ Other: _____.

All University assets must be returned by the separation date stated above. All University accounts (email, EKU Direct, etc.) will be terminated upon separation. By signing below, you acknowledge the above checklist is complete (as applicable) to ensure an accurate separation of duties and an accurate final paycheck.

Employee Signature

Date

Supervisor Signature

Date