

Employee Separation Checklist

Name:		
Person ID:		
Separation Date:		
Item	Contact	Initial When Complete
Key	Employee Returns Keys to Karen Robinson	
Pro Card	Send to Vickie Easterling	
Employee ID Badge	Send to Bryan Back	
Signed Separation Sheet	Send to Bryan Back	
Exit Interview Survey	Employee Sends to Bryan Back	
Forwarding Address	Send to Bryan Back	
Vacation Payout (If Applicable)	Bryan Back	
Remove from Listserv	Bryan Back / Tyler Witty	
Remove from Dentistry Portal	Bryan Back	
aXium sign on taken away	Tyler Witty	
Parking Permit	Transcript Ave. or Hospital Garage	