

# Electronic Checkout - Resignations, Separations, and Retirements

Emails are sent by the system to the faculty member, department chair, and various staff on campus. The status of checklist items can be monitored in MyFresnoState. Note: The actual task list may vary by employee.

**Department Chairs** are responsible for department/school assets, Parking Decal collection, and Absence Management approval.

**Faculty** are responsible to return all assets to the School, Department, and/or University. Turn in keys to Key Control and your parking decal to Department chair. Also, submit time in Absence Management.

**Office staff** are responsible for reviewing status of items (e.g. Keys) and noting when item is returned or completed.

## Legend for Separation Tasks

<i>Blue: reviewed by specific department office staff</i>
<i>Green: assigned to "Reports to"/Chair</i>
<i>Orange: assigned to Faculty member</i>

## Separation Tasks - Electronic Checklist

1	Library Notified
2	Remove Sysytem Access/Aux
3	Collect Petty Cash/Change Fund
4	Travel Advance
5	Travel Claim
6	Cancel ProCard Account
7	Close OfficeMax Account
8	ProCard Reconciliation
9	Cancel BTA Account
10	Cancel Amex Gov't Card Account
11	Remove Keyless Access
12	Parking Decal
13	Remove Info System Access
14	Review Email Access*
15	Inactivate Bulldog Card Acct
16	Remove Dept System Access
17	Collect Multimedia Equipment
18	Schedule Benefits Appointment
19	Collect Campus Keys
20	Approve Employee Absence Entry
21	Enter time into Absence Mgmt
22	Confirm All Assets Returned
23	Collect Parking Decal
24	Collect Dept Issued Assets
25	Verify Checklist Complete