



**Departmental Separation Responsibilities**

**Employee Name:** \_\_\_\_\_ **UID:** \_\_\_\_\_

- Notify your [HR Employment Consultant](#) immediately regarding the resignation/retirement
  
- Pay:
  - Review and approve final timesheet in iPeople on the employee's last day of work or by the deadline for time submission for that pay period
  
- ISU Property:
  - Collect department keys/access card (non-facilities keys like flipper bins, drawers, etc.), credit card, office supplies and equipment
  - Cancel employee's department credit card, if applicable
  - Contact [Facilities Management](#) regarding removing access to buildings (keys, pass codes, etc.) and to have employee's email removed from any building listservs
  
- Computer:
  - Terminate employee's access to computer systems by contacting your IT department. They will need to know the following: employee name, phone number, building and room, supervisor name, last day worked, computer used, if there will be a new employee replacing them, and how they separated from the University (retired, resigned or terminated for other reasons). This affects what is done with their ulid@ilstu.edu email account
  
- Phone:
  - Work with ION (Infrastructure Operations & Networking) to update any phone settings for campus phones.
  - Contact [supportcenter@illinoisstate.edu](mailto:supportcenter@illinoisstate.edu) for assistance with this and for assistance with removal of long-distance codes.
  - For VOIP devices, updates to phone display (removal of former employee information) should happen within a week of the termination.
  
- Email:
  - Delete employee from email distribution lists, if applicable
  
- Other:
  - Obtain employee's forwarding address for department records/purposes, as appropriate