

Temporary Employee Separation Checklist

Employee Name: _____

Campus ID #: _____

Supervisor's Name: _____

Dept. Phone #: _____

System Access

Systems Administrator contacted to remove security to SAP and/or other systems

Date of contact: _____

Name of systems administrator contacted: _____

CMU Property/Equipment Returned (check all that apply):

Keys

CMU Equipment (e.g. PC, laptop, cellular phone, car phone, pager, calculator, books, files, tools)

Uniforms and other attire

Other: _____

Would you recommend this person for rehire? _____

Employee's signature (optional): _____

Date: _____

Supervisor's Signature: _____

This form is a tool to help supervisors complete the separation process as thoroughly as possible.
If you choose, a copy may be delivered to Employment Services, Rowe 109 or emplsvcs@cmich.edu.