



Bridgewater State University Supervisor Checklist for Employee Separation

This checklist is designed to guide supervisors through the process of assisting an employee who is departing from Bridgewater State University prior to their departure.

Please print the following information.

Departing Employee's Name: _____

Supervisor's Name: _____

Department: _____

Non BSU Email: _____

Forwarding Address: _____

Last Day of Work: _____

University Property/Equipment Returned: (Check all that apply or print N/A if not applicable.)

_____ Information Technology equipment including computer and related equipment (contact the IT Help Desk at x2555)

_____ Cell phone and related equipment including phone charger and accessories (contact Kerri Filippini x1788)

_____ Printed materials including books, and office literature (remains in department with supervisor)

_____ University Procurement Card (return to Purchasing Office)

_____ Uniforms (University Police only)

_____ Keys (remains in department with supervisor)

_____ Keys and papers for University Vehicles (remains in department with supervisor)

_____ CONNECT Card (return to Human Resources)

Miscellaneous Items: (Check all that apply or print N/A if not applicable.)

_____ Cancel employee's enrollment to all internal and external training and subscriptions

_____ Advise departing employee to contact the Human Resources Benefits Administrator at 508-531-1220 to schedule a meeting if they have questions prior to departing.

I acknowledge that all University property has been returned and I have been informed of actions required prior to my departure.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

c: Personnel File

Please return this completed form to the Office of Human Resources