

Montana State University – Billings

Employee Separation Checklist



This checklist is to be used as a guideline for separating from Montana State University Billings. It is intended to provide resources, links and points of contact to complete this process. Supervisors should meet with employee prior to separation to go over this checklist and on the final day of employment, collect University property. Additional departmental steps may also be necessary before separation.

This form must be completed for all FACULTY, PROFESSIONAL OR CLASSIFIED employees upon notice of termination of employment or Department transfer:

I am terminating employment with MSUB ☐

I am transferring to a different department within MSUB ☐

Department transferring to: _____

I am transferring to another College within the Montana University System ☐

College transferring to: _____

Employee Name: _____

Department: _____

Supervisor Name: _____

Last Day Worked: _____

Upon immediate notification an employee is leaving the University, the Supervisor should complete the following items:

1. Request a Letter of Resignation/Retirement ☐
(Submit a copy to Human Resources and attach a copy to the document in step 2)
2. Complete Docusign [Employee Termination/Resignation/Retirement Form](#) ☐
3. Please send an e-mail to payroll@msubillings.edu (include last 4 of Employee ID#, Separation Date, and note if the employee is transferring to another department on campus) ☐
4. Have employee review Employee Information in [My Info](#) to ensure that their address, e-mail and phone number are up to date. ☐
5. Timesheets – Remind employee to submit final timesheet in [My Info](#) ☐
6. Remind employee to visit with the Human Resources office regarding their benefit end date, etc. ☐
7. Remind employee to visit with Parking regarding their parking permit ☐
8. Remind employee to visit with the Payroll Office regarding any final payroll questions. (Employee will be issued one final pay check that will include payouts, on the next scheduled pay date.) ☐

9. Submit a [Banner Account Request](#) to modify/terminate existing Banner Account access. ☐
10. Notify the Help Desk if you would like email account forwarded for continued follow up and customer service. ☐

The Department must ensure that all University property is returned by the employee to the supervisor by the employee's last day worked.

1. **Keys** - This includes building, office, file cabinet, desk and vehicle keys.
2. **Deactivate ID Card Swipe Key access**
3. **Credit cards** – University purchasing cards
4. **Cell phones and mobile devices**
5. **Computer/Laptop/Accessories**
6. **University records/manuals/supplies**
7. **Tools and other Equipment**

The Supervisor or Department Head must forward this completed form to the Payroll Office in McMullen Hall Room 309 to certify that all above items are complete.

This form must be received by the Payroll Office before a final pay check is released to the employee.

X

Supervisor Signature

Date

Please contact the Financial Services & Payroll Office at 657-2131 with any questions.