CHICAGO STATE UNIVERSITY

TRANSFER/SEPARATION CHECKLIST

(To Be Facilitated by Manager)

_____ _____

Employee Name University Employee Identification

_____

College/Department

(Please check when task is completed, and property is returned; Indicate N/A if not applicable)

Is or has employee ever been a CSU student? ☐ Yes ☐ No

_____ Complete PCN Form

_____ Keys

_____ University Employee Identification

_____ CSU P-Card

_____ Cell Phone/Pagers

_____ University Home Computer/Laptop

_____ Employee Performance Evaluation

_____ Files/Other University Property (Please describe):

NOTICE TO EMPLOYEE

SUPERVISOR SHOULD READ TO EMPLOYEE:

EMPLOYEES ARE RESPONSIBLE FOR PAYING ALL DEBT OWED TO THE UNIVERSITY, AS WELL AS BEING RESPONSIBLE FOR RETURNING ALL UNIVERSITY PROPERTY. FAILURE TO COMPLY MAY RESULT IN VACATION PAYOUTS BEING REDUCED AND/OR LEGAL ACTIONS BEING TAKEN AGAINST YOU.

This is to certify that the manager has completed the separation transactions and received the University property indicated above.

_____ CSU

Manager's Signature/Date

Copies to: Employee, Office of Human Resources

4/11/2024