

# CHICAGO STATE UNIVERSITY

## TRANSFER/SEPARATION CHECKLIST

(To Be Facilitated by Manager)

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
University Employee Identification

\_\_\_\_\_  
College/Department

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

Employee to Return:

Is or has employee ever been a CSU student?

Yes

No

\_\_\_\_\_ Complete Termination Form

\_\_\_\_\_ Keys

\_\_\_\_\_ University Employee Identification

\_\_\_\_\_ CSU P-Card

\_\_\_\_\_ Cell Phone/Pagers/Blackberry

\_\_\_\_\_ University Home Computer/Laptop

\_\_\_\_\_ Termination/Transfer Form

\_\_\_\_\_ Employee Performance Evaluation/Probation Form

\_\_\_\_\_ Exit Interview

\_\_\_\_\_ 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.

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***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

9/6/2011