

Department of Neurology
Department Checklist for Departing Staff

Staff Name: _____

	Yes	No	N/A	Responsible Party
Obtained forwarding contact information Phone: Email:				HR Admin Assistant
Address:				HR Admin Assistant
Building/office/department keys returned				HR Admin Assistant
Desk keys returned				HR Admin Assistant
Removed from Department website				HR Admin Assistant
Removed from list serv, org charts, & personnel spreadsheets				HR Admin Assistant
Termination processed in epac or paper PAF				HR Admin Assistant
Resignation letter received				HR Admin Assistant
VUMC ID badge returned				HR Admin Assistant
Neurology department credit cards (T&E, PCard) returned				Procurement Admin Assistant
All department hard/electronic files returned				Administrative Officer
All reports/charts turned in or returned to supervisor				Administrative Officer
Discussed current research studies				Administrative Officer
Discussed with administrator/supervisor job responsibilities				Administrative Officer
Organized & stored important documents (including email chains) to shared folder; ensure appropriate people have access to this information				Administrative Officer
VUMC office supplies returned				Procurement Admin Assistant
Exit Survey sent				HR Admin Assistant
VUMC laptops/electronics returned				Procurement Admin Assistant
Clear out estar message basket & delete *Submit a Pegasus ticket- called "ESTAR AMBULATORY IN BASKET"				HR Admin Assistant
Lync unlock PIN (test to ensure correct)				Procurement Admin Assistant
D-term voicemail code (if needed) & e-mail auto reply				Procurement Admin Assistant
Updated department spreadsheets and list serv				HR Admin Assistant
<i>Provided information about the following:</i>				
Cancellation of Vanderbilt parking				HR Admin Assistant
Vanderbilt benefits - continue or cancel				HR Admin Assistant

Staff Signature

Date

Supervisor Signature

Date