

Research & Innovation Separation Checklist

	Step 1. Department submits separation request to R&I Business Center	• Attach resignation or retirement letter
	Step 2. R&I Business Center submits eform to initiate separation	• R&I Initiate Separation checklist • Request Website and Systems Removal (Applications, Distribution list, Web pages) • Modifies Budget, Roster, Org Chart, and Directory • Check for changes in team Reports To
	Step 3. Separating employee schedule clearance meeting between HR and exiting employee to review:	• The return of institutional property to • HR - Miner Gold Card, Parking Pass, assigned keys and procurement card • Department – Laptop and any other equipment.
	Step 4. Department to request out-of-office message	• Contact IT security and request an out-of-office message “For any future inquiries, please contact (department/supervisor email).”