**Instructions**: This form is to be completed for employees separating from an established position or being appointed to a position in another college / division. Departments should keep a copy in their records and contact CHR in the case that University property has not been returned.

[ ]

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| **SECTION A**  |  |  |
| Name: |       | GEMS Employee ID#: |       | Last date in Position: |       |
| Current position title: |       |  | Organizational Unit: |       |
| New Position title: |       |  | Organizational Unit: |       |
| (if internal appointment) |  |  |  |
|  |  |  |  |
| **SECTION B** (to be completed by supervisor or HR Liaison) |  |  |  |
| The following has been retrieved from the employee and/or cancelled / deactivated:[ ]  Key(s) [ ]  USF ID card [ ]  Credit card(s) [ ]  Phone calling card [ ]  Last time sheet (Staff only) [ ]  Uniforms |
| [ ]  USF P-card  | [ ]  Building access card |
| [ ]  Equipment (describe):       |
| [ ]  Other (describe):       |
| The following has been or will be cancelled/deactivated:[ ]  Computer access [ ]  Email access [ ]  Data base access [ ]  Voicemail access [ ]  Building access[ ]  Other (describe):      Employee has been directed to Parking and Transportation Services to return Parking Permit: [ ]  Yes [ ]  No |
| Employee’s mailing address: |       |
| Employee’s email address:  |       | Employee’s Phone #: |       |
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| Supervisor’s / Designee’s Signature: |  | Date: |  |
| Employee’s Signature (if available): |  | Date: |  |