**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) | | | | | | |  |  | | | | |  | | |
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| **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: |  |