

Employee Name: _____ Empl ID: _____

Last Date of Employment: _____

Address items applicable to employee:

- Complete and submit NDSU Change Form: 101 or online through Manager's Self Service to HR/Payroll with appropriate documentation attached, i.e. resignation letter, notice of reduction-in-force, notice of dismissal.
- Contact HR/Payroll at 231-8961 to schedule an exit appointment
- Send notice to Accounting Office (Old Main 11) to remove PeopleSoft Finance access
- Send notice to HR/Payroll office to remove PeopleSoft HRMS access
- Send notice to Enrollment Management Administrative Systems to remove PeopleSoft Student access.
- Contact the IT Help Desk (231-8685) to remove computer access, network services (e.g., Blackboard, File Services, Google Drive, ImageNow, Student Success Collaborative), email account, etc. Additionally, inform the IT Help Desk if email and/or other services and access need to be transferred to the director/chair or designated employee.
- Remove access to any third-party vendor services not managed by the Division of Information Technology. For example, does employee have access to any software or websites that the department uses such as iTunes U, Mediat, Livetext, or Wonderlic
- Contact Customer Account Services (231-8782) to check on any Accounts Receivable balances
- Notify appropriate telephone administrator in your department to take care of deactivating voice mailbox
- Contact Parking Office (231-5771) to cancel permit (Obtain parking permit from employee)
- Check to see if the employee has a negative sick or annual leave balance. If so, contact Payroll at 231-8990 to request a Payroll Deduction Authorization form.
- Notify Telecommunications (231-8401) to deactivate Bison Line, cell phone service and/or cellular wireless service and AT&T calling card - obtain and destroy the AT&T calling card
- Obtain Bison ID card. Contact the Bison Card Center (231-6252) to cancel the card and return ID card to them.
- Obtain office/building keys - return to key control in division
- Obtain desk/credenza/file keys
- Remove name from building/office directories
- If applicable, ensure research facilities and equipment are cleaned
- If applicable, ensure all hazardous waste is properly disposed of or identified
- If applicable, obtain university equipment (car keys, electronic communication devices such as laptop, cell phone, iPad, tablet, etc.)
- Return all library material, contact circulation department (231-8888)
- Notify employee of continued access to PeopleSoft HRMS Self-Service for W-2 and payroll advice(s)
- If applicable, complete the Disposition of Grants Form and submit it to Sponsored Programs Administration, R1 Building. This is for faculty and staff leaving NDSU to report changes in a grant's status.
To link to the form, use this URL:
http://www.ndsu.edu/research/sponsored_programs_administration/forms/DispositionOfGrantsForm.doc
You can also find it on the SPA Forms page - called Disposition of Grants Forms, use this URL:
http://www.ndsu.edu/research/sponsored_programs_administration/forms.html
- Notify the NDSU Motor Pool department so the driver ID can be disabled
- Any departmental "items" not addressed on this list