Please use the following form to document your separating employee's off-boarding. Not all items may be applicable to every employee (write "N/A").

_____   _____

_____   _____

Obtain

(black bar)	
Provide employee with the Employee Separating Checklist (ICAA - Employee) and share with the [Leaving the University website](#). This can be email, mailed, or printed and given to the employee.	
Cancel all University-paid subscriptions (print, software, etc.)	
Notify your direct reports and department staff of employee's last day. Encourage support and well wishes.	
If you need access to the departing employee's University email or drives, please submit a ticket in [team dynamix](#)	
If access needs to be shut off on employee's last day, please notify your HR Business Partner who will work with ITS.	
If your employee notifies you that their emails and/or equipment is subject to a litigation hold. Do not purge physical, electronic files, or emails. Reach out to general.counsel@wichita.edu for additional information.	
(black bar)	
Notify Director of Communications to remove employee name from department website and update department org chart.	
Submit a ticket in [team dynamix](#) to reset the desk phone voicemail and cancel long distance phone PIN#.	
Send department file for Employee to HR within 5 days of separation date.	