

FACULTY/STAFF DEPARTURE CHECKLIST

EXITING EMPLOYEE

SUPERVISOR

BEFORE YOUR DEPARTURE

ITEMS TO RETURN TO GVSU

RETURN DATE

RECEIVING PARTY INITIALS

Grand Valley Photo I.D. Card

Name-Tag (If Applicable)

Electronic Access Card (If Applicable)

Office/Desk Keys & Parking Permit

Any University-Owned Hardware
(Laptop, Docking station, Phone, etc.)

P-Card (If Applicable)

Uniform (If Applicable)

OTHER TASKS

QUESTIONS?

- Remove any needed files from GVSU hardware & university email.
 - Non-retiree accounts will remain active for thirty days succeeding their departure date; official retiree accounts will remain active indefinitely.
- Consider network, social media, and other application accounts and work with IT to close and/or back up.
- Submit official resignation letter to Human Resources (If Applicable).
- Schedule exit interview or complete online survey.
 - You will be contacted by Human Resources with more information.
- Those with official retiree status can access our Retiree connection:
 - www.gvsu.edu/retiree

HR Main-Line

• 616-331-2215

• hro@gvsu.edu

HR (Benefits)

• 616-331-2220

• benefitsandwellness@gvsu.edu

Parking Services

• 616-331-7275

• parking@gvsu.edu

Key Records

• 616-331-3861

• keymaint@gvsu.edu

Information Technology

• 616-331-2101

• it@gvsu.edu