

FACULTY/STAFF DEPARTURE CHECKLIST

EMPLOYEE

SUPERVISOR

BEFORE YOUR DEPARTURE

ITEMS TO RETURN TO GVSU

Grand Valley Photo I.D. Card

Electronic Access Card (If Applicable)

Office/Desk Keys

Any University-Owned Hardware

(Laptop, Docking station, Phone, etc.)

P-Card (If Applicable)

Uniform (If Applicable)

RECEIVING PARTY INITIALS

QUESTIONS?

HR Main Office

- 616-331-2215
- hro@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

Additional departure
information can be found
on our [departure website](#).

OTHER CONSIDERATIONS

Submit official resignation to your supervisor or in Workday.

Organize and store all position-related files in an accessible location and remove any personal or non-essential documents. Return hardware equipment to department.

Set an out-of-office email message that directs inquiries to the appropriate new contact.

Clean and organize your workspace, removing all personal items.

If you are a manager, your current supervisory org will be "inherited" by your manager unless you notify your HR Business Partner of an alternate plan.

Update your address in Workday to ensure accurate delivery of final payroll and benefits information.

Complete or delegate any remaining tasks in Workday.

Schedule exit interview with your [HR Business Partner](#).

Those with official retiree status can access our [Retiree Connection website](#) for more information.