Checklist for Transferring Employment within Clemson University

This checklist serves as a resource for individuals transferring employment within Clemson University. If you are the manager/supervisor of a transferring faculty or staff member, please utilize both this document and the Transfer Processing Checklist to assist in facilitating your employees' transfer.

Tasks and activities associated with transferring employment are listed below. Some actions are required by the University while others are recommended by the Office of Human Resources (OHR). Required actions are marked with an asterisk.

Section I: Complete the following information:

Name: Employee ID:

Department Name: Dept. Number:

Position Title: Transfer Date:

Done	N/A	AFTER NOTICE OF TRANSFER	Responsibility
☐	☐	Inform your HR service manager if there are any changes in supervision that may result from the faculty or staff member transferring.	Supervisor
☐	☐	If you are taking another job at Clemson University, email empins@clemson.edu prior to your transfer to ensure that benefits and payroll deductions are transferred correctly.	Faculty/staff member
☐	☐	Enter separation date into CUBS.	HR Data Center
☐	☐	Ensure the transferring faculty member has a copy of this checklist and understands responsibilities for separating faculty/staff members.	HR Service Manager
☐	☐	Within two days of the transfer being entered into CUBS, the transferring faculty/staff member will receive an email from the Office of Human Resources with guidance and links to information related to transferring employment within Clemson University. If you have not received this email, please contact OHR (864-656-2000/Ask HR).	Office of Human Resources
☐	☐	Engage in transition planning (course preparation, research, students, department commitments, etc.).	Faculty/Staff Member and Supervisor
☐	☐	Complete the online transfer survey. This will be included in the email you receive from OHR regarding your transfer.	Faculty/Staff Member
☐	☐	Verify enrollments in conferences or upcoming training.	Supervisor/Department Administrator

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Done	N/A	TWO WEEKS PRIOR TO TRANSFER DATE	Responsibility
☐	☐	If a supervisor, ensure that budgetary records, HR reviews (evaluations, correspondence, etc.), letters or emails containing resource commitments and unit strategic plans are labeled and organized in hardcopy files for the supervisory successor.	Faculty/Staff Member
☐	☐	If a supervisor, address any leave requests submitted by employees you supervise.	Faculty/Staff Member
☐	☐	If not done already, complete the online transfer survey.	Faculty/Staff Member
Done	**N/A**	**WITHIN LAST FEW DAYS OF TRANSFER DATE**	**Responsibility**
☐	☐	At the request of supervisor, review and sign this checklist, documenting that all University property has been returned.	Faculty/Staff Member
☐	☐	Submit ithelp@clemson.edu request to transfer office phone line to new department.	Faculty/Staff Member
☐	☐	*Return all applicable University property to the department administrator and/or appropriate department contact. ☐ University keys Date Returned: ☐ ID badges Date Returned: ☐ University credit cards. Date Returned: ☐ Official parking placard Date Returned: ☐ Parking permit Date Returned: ☐ Laptop Date Returned: ☐ Cell phone Date Returned: ☐ iPad Date Returned:	Faculty/Staff Member
☐	☐	The Telecommunications team can offer options for Voicemail. They will need to receive special requests before an employee departs and if the employee was on the new Unity voicemail or the old system. Requests can be submitted to: Telecomservices-l@clemson.edu	Supervisor/Department Administrator
☐	☐	Obtain passwords to any administrative database, software application, information system, etc., for which the employee possesses the sole access rights, and that is necessary for program or unit administration or operations. If an employee is using their personal User ID, instead of an administrative account, request a new account be created with the appropriate permissions instead of obtaining a personal password.	Supervisor/Department Administrator
☐	☐	Deactivate building/area access.	Supervisor/Department Administrator
☐	☐	Change building directories, campus directory and update listservs.	Supervisor/Department Administrator
☐	☐	If the employee was engaged in research as a part of their job, contact the Research Division to review research agreements, patents, intellectual property agreements, etc.	Supervisor/Department Administrator

Faculty/Staff Member Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The faculty/staff member's signature certifies that all applicable activities communicated on this Separation Checklist have been completed. The supervisor's signature denotes that all administrative procedures outlines above have been completed.

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