

## SEPARATION PROCESSING CHECKLIST

### Student Employee

This checklist outlines and documents the necessary tasks required when separating employment from a department or Clemson University. All items listed below may not apply to all employees and department-specific actions may be required, in addition to the actions noted on this checklist.

#### **Section I: Separating Employee Information**

*Employee Name:*

*Employee ID:*

*Department Name:*

*Department Number:*

*Supervisor Name:*

*Separation Date:*

#### **Section II: To be completed by the supervisor and the separating student employee, prior to the last day of work.**

- Forward the completed [Student Change/Hire Form \(PDF\)](#) to [data\\_center@clemson.edu](mailto:data_center@clemson.edu) to initiate the termination process.
- Remind employee to [update their forwarding address](#) in the CUBS system.
- Finalize timesheet and notify [Kronos Support](#) if any information is incorrect.
- Collect or verify return of University property: (check applicable items)  
Computers/laptops, cameras, iPads, chargers, etc.  
Tools/instruments, etc.  
Books, audio/video materials, periodicals  
Other

Student Employee Signature:

Date:

Supervisor Signature:

Date:

By signing above, the student employee certifies that all applicable activities on this checklist have been completed. The supervisor's signature certifies all administrative procedures outlined above have been completed.