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**COE Dean’s Office Departing Employee Checklist (Wage, Salary, GTA, GRA, GA)**

**Departing Employee Name** \_\_\_\_\_ **Last 4 digits of VT ID#** \_\_\_\_\_

**Responsibilities of the Department:**

- Notify Business Manager (Lee Bishop) of employee’s termination and last day of employment. Provide a copy of resignation letter.
- Work with Business Manager to promptly enter the employee's last Monthly Leave and Work Report no later than 3 days after the separation effective date. Managers should consider the impact of possible leave payments on the departmental budget. Academic year (AY) employees will have the choice to either receive a lump sum payment of their deferred pay and have health insurance terminate May 31st or they can continue to receive pay throughout the summer through August 9th and continue health coverage through August 31st. If they decide to receive a lump sum payment then their effective date will be 05/09 and if they decide to continue getting paid through August 9th then their effective date will be 08/09.
- Obtain keys, magnetic access cards, eTokens, cell phones, laptops, and all property/equipment belonging to the Dean’s office (Check with dept. fixed assets liaison (Jeff Lewis) for possible equipment at home).
- Notify Jeanette Biczel to remove employee’s Hokie Passport access to Dean’s Suite and other areas under our control, if applicable.
- Notify Jeanette Biczel to remove employee from listserv and other lists and accesses, phone service, wireless access, COOP directory, deanery share file, etc.
- Notify Peter Means to remove employee from college website directory
- Notify Financial Analyst (Mary Williams) to remove employee from wage listsrv if a wage employee.
- Notify appropriate administrative offices to delete separating employee from signature authority, if applicable (i.e., Human Resources, Purchasing, Accounting).

Form Completed by: \_\_\_\_\_ Date \_\_\_\_\_