ATHENS STATE UNIVERSITY

Employee Transfer Checklist

When an employee, staff or faculty member, transfers to another department at Athens State, this checklist should be completed by the supervisor, or their designee, of the department the employee is leaving.

This checklist is to ensure that computer access and Athens State property is properly controlled.

Please initial the appropriate boxes, sign and date the form and return to the Office of Human Resources for filing in the employees file.

HR will send an e-mail notification to Security, Physical Plant, Information Technology, and other applicable departments informing them of the transfer. Human Resources will also send this form to the employee's supervisor for completion.

Employee Name:	
Leaving Department:	
Date of Transfer:	
Going to:	

INITIALS	
_____	Human Resources has notified Security, Plant, I.T. & other applicable departments
_____	Leaving Department has confirmed with I.T. Services that access to Department systems will be transferred.
_____	Leaving Department has received assigned keys and will contact Physical Plant to record the transfer.
_____	Leaving Department has received all assigned computer equipment such as laptops and I-pads. If computer equipment is moving with the employee, IT Services should be notified so the assets can be assigned to the new department.
_____	In a unique situation where other assets (ex. office furniture) move, Physical Plant should be notified so the asset can be reassigned to the new department.

Completed by:_____ Date: _____
                    Outgoing Supervisor