

# (Internal) Employee Separation Form

To be completed on the **last day** of employment:

Please complete all the items on this form for each employee leaving Berkeley Regional Services (BRS). Once complete, save a copy for your records and email the completed form to both **IT Client Services** at: [itcshelp@berkeley.edu](mailto:itcshelp@berkeley.edu) and **BRS Facilities** at: [cssfacilities@berkeley.edu.](mailto:cssfacilities@berkeley.edu)

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| --- | --- | --- | --- | --- | --- |
| Name of Separating Employee: |  | | | | |
| Separation Effective Date: |  | | | | |
| Location of Employee:  *Please include building, floor, office/ cubicle #* |  | | | | |
| Name of Supervisor: |  | | | | |
| Supervisor Phone Number: |  | | | | |
| Will employee continue employment with UC Berkeley after separating from BRS? | |  | YES |  | NO |
| If YES, to what department/unit is the employee transferring to? |  | | | | |

Equipment Checklist – SUPERVISOR is to collect the following and indicate below what was collected on EE’s last day.

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| --- | --- | --- | --- |
| HARDWARE: Verify that all equipment has been located and/or turned in on the day the EE departs. BRS IT will pick up all hardware. Please DO NOT leave laptops on empty desks. | | | |
|  | PC Laptop with cables |  | Tablet |
|  | Mac Laptop with cables |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| KEYS AND BADGES: Return to BRS Facilities and review each item with the departing employee. | | | |
|  | Desk Key |  | Cal 1 Card |
|  | Office Key |  | Parking Pass (if assigned) |
|  | File Cabinet Key |  | White Building Access Card (if assigned) |
|  | ZipCar zipcard | | |

Are you requiring assistance in collecting any of the items listed above?

|  |  |  |
| --- | --- | --- |
| **PHONE:** Return cell phone and all attachments *(plus all cables & power adaptors)* to BRS FACILITIES: | | |
| Cell Phone Number: |  | * Employee must remove their passcode and iTunes/Apple ID account from the phone. * To Remove Passcodes: * Open “Settings” and scroll down. Tap on “Turn Passcode Off”. Enter current Passcode to continue.   To Remove iTunes Account:   * Open iTunes. Sign in to your Apple ID by choosing “Store” and sign in. * Choose “View My Account” and then “Manage Devices”. * Click “Remove”. |

*Revised 5-31-19*