



## University General Division (Campus)

### Employment Separation/Department Transfer Checklist for Employees

(Faculty, staff and administrative employees' voluntary resignations, retirements, terminations and department transfers)

**Note: Check (✓) each item once completed, or write "N/A," as applicable.**

#### Notifications

\_\_\_\_\_ Written notice provided to supervisor, if voluntary resignation or retirement.

#### Fringe Benefits

\_\_\_\_\_ Verify home address is correct for the mailing of COBRA materials, W-2 and the 1095C through PAWS online. Update, if applicable.

\_\_\_\_\_ Contact Human Resources Office for information about discontinuance and conversion of benefits/coverages to include, but not limited to, health, life insurance and retirement.

#### Unused Leave Balances and Payroll Issues

\_\_\_\_\_ Reconcile any leave balance, final timesheet and payroll issues with supervisor/manager.

\_\_\_\_\_ Submit final timesheet or leave report through PAWS.

\_\_\_\_\_ Reconcile any personal payments due to University for Parking Services, etc.

\_\_\_\_\_ If eligible for payout of unused accrued vacation, contact Human Resources if you wish to defer this income from taxes via an existing 403(b) or 457(b) retirement account.

#### USA Property/Items Required to be Returned on or before Your Last Day of Employment or Transferring Departments

\_\_\_\_\_ An employee separating employment is required to return their photo ID card to the main campus HR office on or before his/her last work day. Note: a non-surrender fee of \$25 will be withheld from your final payment if you fail to return your ID card before leaving employment.

\_\_\_\_\_ An employee transferring departments is required to return their photo ID card to the main campus HR office prior to receiving a new/updated ID card. Note: if you do not return your current ID card, a lost card replacement fee will be charged prior to issuing a new ID card.

\_\_\_\_\_ All University issued keys (building, office, desks, cabinets, etc.) and University-issued entry access cards

\_\_\_\_\_ Return University issued parking permit/decal to the main campus HR office

\_\_\_\_\_ As applicable, University owned vehicle keys, fuel pump keys, and related paperwork

\_\_\_\_\_ University owned computers, laptops, accessories.

\_\_\_\_\_ University issued uniforms

\_\_\_\_\_ University furnished equipment, tools, supplies, materials

\_\_\_\_\_ Books, journals, literature, CDs, DVDs, etc.

\_\_\_\_\_ Return any USA Library materials to USA Library

\_\_\_\_\_ Any other University issued property, as applicable

## Your Personal Property

\_\_\_\_\_ Remove all personal belongings from applicable work areas.

## USA Computer Software/Hardware Security and Access

**Note: Under no circumstances should University business-related files be deleted from University computers or servers.**

\_\_\_\_\_ Provide your supervisor with access to all usernames and passwords on computers and other applicable systems.

\_\_\_\_\_ Identify location and access to all computerized information/saved files.

\_\_\_\_\_ Contact Computer Services Center regarding removal of any USA-licensed software from your personal home computer, if applicable.

\_\_\_\_\_ Unsubscribe to listserves related to your employment.

## University Research

As applicable, meet with the Office of the Vice President for Research and Economic Development to obtain clearance and execute all applicable agreements regarding:

\_\_\_\_\_ Grants and contracts

\_\_\_\_\_ Patents

\_\_\_\_\_ Inventions

\_\_\_\_\_ Special government security clearances

\_\_\_\_\_ Human and animal protocol projects and approvals, when applicable for transferring equipment and for release of laboratory notebooks

## Safety and Environmental Services

\_\_\_\_\_ As applicable, speak with your supervisor and/or contact your Safety and Environmental Services Department regarding the handling of any controlled materials such as chemicals, lasers, radiation, biohazards upon your separation.

**Employee Printed Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**J-Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Printed Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_