Separation of Employment Checklist

Complete this checklist when an employee leaves university employment. You may customize this list related to the specific needs of your department/unit. Retain this form in departmental personnel file.

|  |  |
| --- | --- |
| Employee Name: |  |
| Personnel Number: |  |
| Position Title: |  |
| Department: |  |

| **Date Completed** | **Completed By (initials)** | **Not Applicable\*** | Exit Procedures |
| --- | --- | --- | --- |
|  |  |  | Confirm Resignation Date (\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_) - Resignation Letter in Personnel File. |
|  |  |  | Confirm Vacation/Sick Leave/Floating Holiday Balances and/or Payout |
|  |  |  | Discuss arrangements for last paycheck |
|  |  |  | Refer employee to Benefits Office regarding Health, Life, TIAA-CREF & Fidelity, Reimbursement account |
|  |  |  | Remind employee to process change of address for subscriptions and other mail |
|  |  |  | Schedule Exit Interview (if desired by employee) |
|  |  |  | Forwarding address and phone (important for mailing W-2) |
|  |  |  | |  |  | | --- | --- | | Address: |  | | City, State, ZIP: |  | | Phone: |  | | Email: |  | |
|  |  |  | Return of University Owned Property/Equipment  (see SAP Objects on Loan) |
|  |  |  | Building/Room Keys Returned (if returned to Key Shop, employee must show proof of return) |
|  |  |  | Other Keys Returned (i.e. desk, file cabinet, elevator, etc.) |
|  |  |  | Electronics and Office Equipment (i.e. laptop, tablet, cell phone) |
|  |  |  | Library Material |
|  |  |  | University-issued job apparel and accessories |
|  |  |  | Laboratory Equipment (I.e., radiation badge/ring) |
|  |  |  | Other Equipment/Property (please specify) |
|  |  |  | Discontinue Security/Access |
|  |  |  | Return NCard |
|  |  |  | Return UNL Parking Permit |
|  |  |  | Cancel Voice Mail |
|  |  |  | Cancel Signature authority |
|  |  |  | Cancel SAP Security Access |
|  |  |  | Cancel SAP/PeopleSoft/Talisma/NUView |
|  |  |  | Cancel MYNULOOK Security Access |
|  |  |  | Cancel UNL Foundation Security Access |
|  |  |  | Cancel Electronic Building/Door Entry Access |
|  |  |  | Cancel University-Issued Credit |
|  |  |  | Return/Cancel UNL PCard (send Cancellation Form to Procurement Services) |
|  |  |  | Return/Cancel American Express Credit Card |
|  |  |  | Return/Cancel Fuel Card |
|  |  |  | Cancel NCard Charge Account |
|  |  |  | Other (please specify) |
|  |  |  | Additional Items (please specify) |
|  |  |  | Submit final timesheet |
|  |  |  | Submit final leave request form |

The above information is true and correct and was completed prior to or on the employee's separation date.

|  |  |
| --- | --- |
| Employee Signature | Date |
| Supervisor Signature | Date |