



Employee Separation Checklist

The following checklist will provide instructions for staff employees separating from the university as well as important Human Resources information and departmental logistics. Please work with your supervisor and department to review and complete the checklist prior to your last day of work.

	TASK	DETAILS	CONTACT
	UPON NOTIFICATION		
<input type="checkbox"/>	Complete Voluntary Resignation Form	Voluntary Resignation Form	Office of Human Resources
<input type="checkbox"/>	Collaborate with Supervisor regarding a plan to transition work	Knowledge Transfer Template	Employee Department
	PRIOR TO LAST DAY		
<input type="checkbox"/>	Review Separation Q&A	Separation Q&A Document	Office of Human Resources
<input type="checkbox"/>	Complete exit survey	Online Exit Survey	Office of Human Resources
<input type="checkbox"/>	Ensure outstanding expense reports are submitted	Form and instructions	Employee Department
<input type="checkbox"/>	Settle any outstanding University accounts	i.e. parking fines, return library books, reimbursements	Various Departments
<input type="checkbox"/>	Ensure any supervisory responsibilities are updated and transitioned	i.e. budgetary records, performance evaluations, time/leave approvals	Employee Department
<input type="checkbox"/>	Contact Recplex about membership (if applicable)	campusrec@udayton.edu	Campus Recreation
	LAST FEW DAYS		
<input type="checkbox"/>	Remove all personal items from workspace		Employee Department
<input type="checkbox"/>	Set outgoing email and voicemail message	Work with the supervisor in drafting these messages.	Employee Department
<input type="checkbox"/>	Return all University property to supervisor	i.e. laptop, keys, cell phone, uniform, etc...	Employee Department
<input type="checkbox"/>	Return University ID card to your supervisor	Campus Card Services	Employee Department
<input type="checkbox"/>	Contact Parking Services regarding permit	Further information can be found on Parking Services website.	Parking Services
<input type="checkbox"/>	Return University purchasing card to your supervisor		Department Card Administrator



<input type="checkbox"/>	Submit final time or leave report and approve direct report time/leave (if applicable)	Porches or another timekeeping system	Office of Human Resources
<input type="checkbox"/>	Print/Save electronic pay stubs or W2 statements for personal files	Porches	Payroll
<input type="checkbox"/>	Ensure HR has updated contact information	Personnel Change Form	Office of Human Resources