



DEPARTING EMPLOYEE CHECKLIST

As you depart the University, we request that you make note of the following:

- Make sure we have your correct home address
- Verify that your travel advance/expense report balances equal zero; make sure any outstanding expense reports are submitted for payment
- Ensure completion of your final timesheet/leave record
- While the files or contact information contained on your work computer or cell phone are not meant to be personal, **we understand that employees may occasionally have personal contact information, e-mails, etc. on their work computer or cell phone.**
- ***If applicable***, closely review your packet of departure information and your departure letter- **you have specific responsibility for completing some tasks in a timely manner (deadlines are noted) in order to be eligible for all of your rights and benefits**

Your supervisor has been asked to retrieve the following from you:

- Building and other keys (including keys to University-owned vehicles)
- Electronic access cards, University credit cards, University ID card
- Any and all University property (e.g., cell phone, pagers, laptops, University-provided clothing, tools, equipment)
- Any equipment not at the employee's University work location
- All University reference materials (e.g., department files, manuals, computer files)

Thank you for your service to the University and we wish you the very best!