

**RIF EMPLOYEE CHECKLIST**

Please read the entire document carefully and complete it prior to your separation. If you have any questions, please contact Stacey Gardner at (502) 852-7988 or [stacey.gardner@louisville.edu](mailto:stacey.gardner@louisville.edu). A copy of this completed form must be submitted to the employee's supervisor for the employee's personnel file.

The following separation tasks have been completed:	
Completed the online Exit Survey ( <a href="http://www.louisville.edu/hr/employment/exit-surveys">www.louisville.edu/hr/employment/exit-surveys</a> ) (Optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contacted the HR Benefits Team (502-852-6258) regarding retirement, insurance, flexible spending, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Submitted RIF Temporary Pool Form and updated resume to HR RIF Coordinator <a href="mailto:stacey.gardner@louisville.edu">stacey.gardner@louisville.edu</a> (Optional)	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
Returned Employee ID card to supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No
Returned all UofL property (keys, computer/IT equipment, phone, etc.) to supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
Returned ProCard and all pertinent logs, if responsible	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
Returned parking permit to the Parking Office (502-852-7275)	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
Contacted Office of General Counsel if a Foreign National (502-852-6981)	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
Confirmed forwarding address is on file with Payroll (502-852-2978)	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
Communicated and worked with supervisor to ensure work assignments are managed properly prior to and upon departure	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
Sat down with supervisor to review all e-mail needed for active project(s), retention, forwarding to other teammates, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Forwarded any incoming phone messages to the appropriate department representative	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
Placed an "Out of Office" response on UofL e-mail account containing contact information for department	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
Submitted any outstanding travel expense receipts and/or reports	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable