**EMPLOYEE SEPARATION CHECKLIST**

Provide copy of resignation notice to Student Affairs UBM for you area

|  |  |
| --- | --- |
| **Employee Name & ID** | **Department** |
|  |  |

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| --- | --- | --- | --- |
| **The following separation tasks have been completed:** |  | **Employee Initials**  | **Date** |
| Completed the online Exit Survey (www.louisville.edu/hr/employment/exit-surveys) | * Yes
* No
 |  |  |
| Contacted the HR Benefits Team (852-6258) regarding retirement, insurance, etc. (Student Affairs UBM will process separation paperwork for last paycheck) | * Yes
* No
 |  |  |
| Returned your ID card to your department | * Yes
* No
 |  |  |
| Returned all UofL key(s) to supervisor | * Yes
* Not Applicable
 |  |  |
| Returned all UofL property (computer/IT equipment, phone, etc.) to your department | * Yes
* Not Applicable
 |  |  |
| Returned ProCard and all pertinent logs, if responsible | * Yes
* Not Applicable
 |  |  |
| Returned your parking permit to the Parking Office (852-7275) | * Yes
* Not Applicable
 |  |  |
| Contacted Office of General Counsel if a Foreign National (852-6981) | * Yes
* Not Applicable
 |  |  |
| Confirmed your forwarding address is on file with Payroll (852-2978) and Student Affairs UBM | * Yes
* Not Applicable
 |  |  |
| Provide electronic backup from your computer including significant emails to your supervisor.  | * Yes
* Not Applicable
 |  |  |
| Provide files. documents, and other materials to your supervisor | * Yes
* Not Applicable
 |  |  |
| Review status of current projects/events/programs with supervisor | * Yes
* Not Applicable
 |  |  |
| Review calendar and note standing appointments that will need to be covered upon your departure | * Yes
* Not Applicable
 |  |  |
| Communicated and worked with your supervisor to ensure your work assignments are managed properly prior to and upon your departure | * Yes
* Not Applicable
 |  |  |
| Meet with supervisor to review all e-mail needed for active project(s), retention, forwarding to other teammates, etc.  | * Yes
* No
 |  |  |
| Change voice mail password and provide to Supervisor | * Yes
* Not Applicable
 |  |  |
| Forwarded any incoming phone messages to the appropriate department representative | * Yes
* Not Applicable
 |  |  |
| Placed an “Out of Office” response on your UofL e-mail account containing contact information for your department | * Yes
* Not Applicable
 |  |  |
| Submitted any outstanding travel expense receipts and/or reports | * Yes
* Not Applicable
 |  |  |
| Other:  | * Yes
* Not Applicable
 |  |  |

My signature below certifies that all separation requirements have been satisfied.

|  |  |  |
| --- | --- | --- |
| Employee Signature | Employee Name, Printed | Date |
|  |  |  |

A copy of this completed form should be submitted to the supervisor for the employee’s personnel file.