

# Separation from Employment Checklist

**Employees separating from service and their supervisors can ensure the timely release of final paychecks and appropriate forwarding of mail, including the W-2 form at the end of the year, by reviewing the following separation checklist and making sure all obligations are satisfied.**

- Submit final timesheet/attendance record, and provide the Human Resources Office and/or Payroll Office with a forwarding address.
- Pay all outstanding personal bills due the company, and return all company issued credit cards.
- Return all borrowed materials and equipment to the appropriate department
- Turn in all departmental materials and equipment (laptops, palm pilots, cell phones, desk keys, locker keys, hand tools, etc.) to your unit head/immediate supervisor.
- Return all office and building keys in accordance with company procedures.
- Turn in company issued Identification Card in accordance with company procedures.
- Contact the Human Resources Office regarding benefit coverage, conversion privileges and deadlines, vesting of retirement and/or health insurance benefits, final paychecks, etc.).
- Contact the Human Resources Office for an exit interview.
- Unsubscribe from any "listserv" to which subscribed.
- Notify e-mail contacts of new e-mail address, if any.
- Clear the cache on their computer and delete all temporary Internet files and logs.

*Note: This document is for informational purposes only and may not be appropriate for your situation. Please consult an attorney for all legal matters.*