

**EMPLOYEE SEPARATION**

**CHECKLIST**

This checklist is for employee and department use only. Do **not** forward checklist to other offices.

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| **Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Employee ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Separation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Action Required by Employee:** | |
|  | Submit Human Resource Documents to Department Administrator for Administrative Faculty and to the Provost’s Office for Academic Faculty  \_\_\_ **1**. **Letter of Resignation**  **\_\_\_ 2. Separation Resignation Form** *(Classified employees***)**  \_\_\_ **3. For Benefits Questions, Contact the Benefits Office** 784-6844 |
|  | Submit Payroll Documents [BCNpayrl@LISTS.unr.edu](mailto:BCNpayrl@LISTS.unr.edu)  \_\_\_ 1. ***For Address Changes*:** **Send W4 with forwarding address to Payroll at Mail Stop 0122**  \_\_\_ 2**. Pay Off Outstanding Computer Loan** |
|  | Close Out Controller’s Office Accounts/Transactions [dbrush@unr.edu](mailto:dbrush@unr.edu)  \_\_\_ 1. **Pay Outstanding Travel Advances**  \_\_\_ 2. **Settle Outstanding Accounts Receivable**  \_\_\_ 3. **Close Accounts on Individual (Personal Name) Purchasing Cards** |
|  | Grants and Contracts [ospadmin@unr.edu](file:///C:\Users\lanuzal\AppData\Local\Temp\Working%20folder\ospadmin@unr.edu)  \_\_\_ 1. **Faculty Sponsored Project Equipment Transfer**  \_\_\_ 2. **Submit Final Technical Reports** |
|  | Library Account / Materials [ITAdmin@unr.edu](mailto:ITAdmin@unr.edu)  \_\_\_ 1. **Return UNR Library Books**  \_\_\_ 2. **Pay UNR Library Book Fines** |
|  | Parking Services [parking\_questions@unr.edu](mailto:parking_questions@unr.edu)  \_\_\_ 1. **Permits Must Be Returned by Resignation Date** *(prorated refund may be available*)  \_\_\_ 2. **Pay Outstanding Parking Fees** |
|  | Department/University Property **(return these items to supervisor)**  \_\_\_ 1. **Return Keys and Electronic Key Cards** *(building, room, lockers, cars, etc.)*  \_\_\_ 2. **Return University/Department Issued Credit Card**  \_\_\_ 3. **Return Long Distance Calling Card**  \_\_\_ 4. **Return University Issued Cell Phone**  \_\_\_ 5. **Return I.T. Equipment**  \_\_\_ 6. **Return Books/Equipment/Materials Belonging to the Department or University**  \_\_\_ 7. **Return Permits/Badges/I.D.** *(such as police, security, wolf card)*  \_\_\_ 8. **Settle Outstanding Transactions with Admissions and Records** |



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| **Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Employee ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Separation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |

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| **Actions Required by Department:** | |
|  | Forward Resignation Letter to Provost Office for acceptance.  Once accepted, forward acceptance letter to Human Resources  Complete the Employee Separation Notification Form:  Online at:[**https://apps.unr.edu/employeenotification/login2.aspx**](https://apps.unr.edu/employeenotification/login2.aspx) |
|  | Process Human Resource Documents  \_\_\_ 1. **Prepare the Separation** **PAF (Payroll Action Form) and Submit to Human Resources**  Separation for classified staff must have the employee signature (if not available, then a written justification for  the lack of employee signature must be submitted with the PAF). Separation will generate a notice to PEBP  who will notify employee of COBRA Coverage.  \***The employee resignation letter and department letter accepting the resignation should be submitted with the separation PAF and Leave Record**  \_\_\_ 2. **Prepare the** **Leave Records and Submit with Separation PAF**  Faculty and Post Docs-provide a copy of the leave card or record (no leave slips) for 12 months prior to separation  Classified Staff-Leave Card or Record and all leave slips for 12 months prior to separation |
|  | Grants and Contracts ([ospadmin@unr.edu](file:///C:\Users\lanuzal\AppData\Local\Temp\Working%20folder\ospadmin@unr.edu))  \_\_\_ 1. **Follow up on Equipment Transfer for** **Faculty Sponsored Project**  \_\_\_ 2. **Follow up on** **Submission of Final Technical Reports** |
|  | Controller’s Office Accounts/Transactions ([dbrush@unr.edu](mailto:dbrush@unr.edu))  \_\_\_ 1. **Collect University Travel Card**  \_\_\_ 2. **Collect University /Department Issued Purchasing Card**  \_\_\_ 3. **Reassign Custodian of Petty Cash or Change Fund:** this should be counted out and fund money  Should be assigned to a new custodian prior to the employee leaving  \_\_\_ 4. **Signature Authority on University Accounts: Remove Prior to Separation** |
|  | Collect Department/University Property  \_\_\_ 1. **Keys and Electronic Key Cards** *(building, room, lockers, cars, etc.)* [mbuck@unr.edu](file:///C:\Users\lanuzal\AppData\Local\Temp\Working%20folder\mbuck@unr.edu)  \_\_\_ 2. **Long Distance Calling Card** (See form under Campus Computing and Security)  \_\_\_ 3. **University Issued Cell Phone** (See form under Campus Computing and Security)  \_\_\_ 4. **Disconnect Phone /Voicemail for Employee’s Direct line** (See Campus Computing)  \_\_\_ 5. **I.T. Equipment**  \_\_\_ 6. **Books/Equipment/Materials Belonging to the Department or University**  \_\_\_ 7. **Permits/Badges/I.D.** *(such as police, security, wolf card)* |