

**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\_\_\_ 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\_\_\_ 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%3A%5CUsers%5Clanuzal%5CAppData%5CLocal%5CTemp%5CWorking%20folder%5Cospadmin%40unr.edu)\_\_\_ 1. **Faculty Sponsored Project Equipment Transfer**\_\_\_ 2. **Submit Final Technical Reports** |
| **[ ]**  | Library Account / Materials ITAdmin@unr.edu\_\_\_ 1. **Return UNR Library Books**\_\_\_ 2. **Pay UNR Library Book Fines** |
| **[ ]**  | Parking Services 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 ResourcesComplete 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%3A%5CUsers%5Clanuzal%5CAppData%5CLocal%5CTemp%5CWorking%20folder%5Cospadmin%40unr.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)\_\_\_ 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%3A%5CUsers%5Clanuzal%5CAppData%5CLocal%5CTemp%5CWorking%20folder%5Cmbuck%40unr.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)* |