



Employee's Checklist for Exit/Separation

(Employees are responsible for the completion of the tasks listed)

EMPLOYEE INFORMATION

Name: _____

Effective Date: _____

Position: _____

Manager: _____

ID Number: _____

Transfer (check if applicable) ☐ UNO ☐ UNL ☐ UNK
☐ UNMC

EMPLOYEE PERSONAL INFORMATION

☐ Submit Letter of Resignation/Retirement to Manager.

☐ Personal e-mail address **(required)**:

☐ Forwarding address **(required)**:

☐ Personal phone number **(required)**:

☐ Complete Exit Checklist with Manager.

PAYROLL/BENEFITS

☐ Bank account available for last automatic payroll deposit? ☐ Yes ☐ No (If no, please provide other arrangement information to Payroll. For questions, please contact Payroll at unmcpayroll@unmc.edu)

☐ UNMC – Benefits - Valid until end of month. Contact 402-559-4340 or unmcbenefits@unmc.edu for questions related to benefits, retirement, COBRA, etc.

☐ Nebraska Medicine – Benefits 402-559-9792

RETURN OF UNMC PROPERTY (to Manager)

☐ Corporate credit card (p-card)

☐ Phone calling card

☐ Pager

☐ Cell Phone

☐ Computer equipment

☐ Parking **(required)** to return sticker to Parking Services)*

☐ Books/Manuals

☐ Keys (return to Manager)

☐ Other

*Parking Services: Annex 10 / Business Services (4230 Bldg), Room 3037

Zip: 4290 Phone: 402-559-8580 Email: parking@unmc.edu

ID, SECURITY/ACCESS, DATA & PHONES

☐ Return ID Badge **(required)** Manager Returns ID Badge to [ID Badge Office](#) :

Annex 10 / Business Services (4230 Bldg), Room 3037 Zip: 4290

Phone: 402-559-8414. Email: photoid@unmc.edu

WORK TRANSITION PLAN

☐ Discuss with manager any outstanding work or projects.

☐ Request supervisor approval for desired leave time before last work day

☐ Provide current personal information for last paycheck.

☐ Transfer all work files to a department shared drive.

MISCELLANEOUS ITEMS (discuss with Manager)

- ☐ Complete department exit interview (Human Resources exit interview not required).
- ☐ Obtain any references.
- ☐ Redeem "People are Everything" points.
- ☐ Check status of tuition assistance (self/family member).
- ☐ Remove personal emails from computer.
- ☐ Clean your office area.