**Employee Separation Last Day of Work Checklist**

- Discuss the status of your work assignments and any pertinent information with your supervisor.
- Return any confidential and all work-related information materials to your supervisor.
- Review Records Management Information to ensure compliance with UConn's records management policies.
- If your Department wants you to have access to your NetID beyond the 30-day cutoff following separation, they can sponsor an affiliate status for you. Your NetID will remain active while you are on an affiliate status.
- Settle any outstanding loads or financial obligations with University/Department. These can include but are not limited to credit card balances; travel advances with Accounts Payable (traveladvance@uconn.edu or (860) 486-2068).
- Verify and update your address in Core-CT. This is the address that will be used for the mailing of your final paystub, W-2, and COBRA notices.
- Print any paystubs or W-2 statements from Core-CT that you want to retain for your records. Your access to Core-CT ends after the UConn Payroll Department processes your separation action.
- Submit final time-reporting information to your supervisor.
- Remove your personal belongings.
- Return any University/Departmental property to your supervisor (or department designee).
  - Keys – building, classroom, office, elevator, storeroom, desk, file cabinets, storage cabinets, lockers, equipment keys, vehicles
  - Instructional and Laboratory Equipment
  - University ID Card
  - Media Equipment
  - Tools
  - Manuals and Books
  - Uniforms
  - University books, supplies, and materials on loan
  - Corporate Credit Cards, ProCard, University Travel Card
  - Course Grade Books
  - Telephone Calling Cards
  - Pagers, telephones, cell phones, tablets
  - Office Equipment (such as computer, laptop, monitor)
  - Badges
  - Office Supplies
  - Parking Decal and Permit