

# Employee Separation Last Day of Work Checklist

<input type="checkbox"/>	Discuss the status of your work assignments and any pertinent information with your supervisor.
<input type="checkbox"/>	Return any confidential and all work-related information materials to your supervisor.
<input type="checkbox"/>	Review <a href="#">Records Management Information</a> to ensure compliance with UConn’s records management policies.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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).
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Submit final time-reporting information to your supervisor.
<input type="checkbox"/>	Remove your personal belongings.
<input type="checkbox"/>	Return any University/Departmental property to your supervisor (or department designee).
<input type="checkbox"/>	Keys – building, classroom, office, elevator, storeroom, desk, file cabinets, storage cabinets, lockers, equipment keys, vehicles
<input type="checkbox"/>	Instructional and Laboratory Equipment
<input type="checkbox"/>	University ID Card
<input type="checkbox"/>	Media Equipment
<input type="checkbox"/>	Tools
<input type="checkbox"/>	Manuals and Books
<input type="checkbox"/>	Uniforms
<input type="checkbox"/>	University books, supplies, and materials on loan
<input type="checkbox"/>	Corporate Credit Cards, ProCard, University Travel Card
<input type="checkbox"/>	Course Grade Books
<input type="checkbox"/>	Telephone Calling Cards
<input type="checkbox"/>	Pagers, telephones, cell phones, tablets
<input type="checkbox"/>	Office Equipment (such as computer, laptop, monitor)
<input type="checkbox"/>	Badges
<input type="checkbox"/>	Office Supplies
<input type="checkbox"/>	Parking Decal and Permit