



CSR Employee Separation-Checklist

Employee: _____ Last Day Worked: _____

Supervisor: _____

Forwarding Address: _____

Employee:

Pre-Separation (*Follow only those items that apply)

1. Submit a Letter of Resignation/Retirement
 - Letter of Resignation/Retirement
 - Retirement Checklist (if applicable): http://www.utexas.edu/hr/retiree/retire_checklist.html
2. Timesheets - Make sure all your paper and online timesheets (EID required) are up to date: <https://www.myworkday.com/utaustin/d/home.html>
3. Update Employee Information (EID required) - Verify that your address, e-mail and phone number are up to date: <https://www.myworkday.com/utaustin/d/home.html>
4. COBRA Insurance - Contact HRSC at 512-471-4772 for information on continuing medical, dental and vision insurance through COBRA: <http://www.utexas.edu/hr/current/insurance/cobra.html>
5. What happens to your accrued leave
 - Annual Leave (Vacation): <http://www.utexas.edu/hr/current/leave/annual.html#when>
 - When you leave the university, if you've been employed for at least six continuous months, you'll receive a lump-sum payment for any available accrued leave that you haven't used. This will include payment for any holidays that fall during the period the leave would've covered if you'd still been employed. Your department will start this payment process.
 - or
 - Defer your unused annual leave payment into retirement savings using Purchase Agreement form [PDF] – must be submitted to the Human Resource Service Center no later than your final day of employment
 - Floating Holiday & Holiday Schedule: <https://hr.utexas.edu/current/leave/holidays>
 - Sick Leave: <https://hr.utexas.edu/current/leave/sick-leave>
 - Donating Sick Leave Pool hours: <https://hr.utexas.edu/current/leave/sick-leave-pool>
 - Sick Leave Pool Donation form: http://www.utexas.edu/hr/forms/sick_leave_pool_transfer.pdf
6. Transferring to another institution of higher education or state agency - Please ensure that you forward that agency's state transfer form to HRSC (hrsc@austin.utexas.edu).

Please forward this completed form to Irene Lam, 2.6054, for inclusion in employee personnel file.

7. To be done by exiting Employee final day: Return Office Door Keys to PRC Key Office—

**Checked by staff members*

Supervisor

- Work assignments complete
- Files (hard copy and electronic) returned
- Approve final timesheet(s)
- Sign separation form
- Dissertation/thesis copy to John Ries
- Written status of files on Cray and UNIX cluster (John Ries)

Please see Receptionist

- Terminate voicemail
- Remove from telephone/email lists
- Alter web information (notify Angelica)
- Office vacated/Telephone number marked vacant
- Mail forwarding information
- Keys to your desk, and file cabinet
- Inform Security Desk of badge clearance

Please see Brett Zimmerman, 2.9022.

- Computer account closure
- Remove from email aliases
- Remove folders from Hal2
- Equipment/computer returned
- Terminate copier code

Principal Investigator only.

- List of current contracts/grants and pending proposals. Decide their outcome.
- Sponsor letters written and submitted to OSP and sponsor
- Determination of grant/contract purchased equipment destination
- Industry Contracts: consult Industry Engagement Office to determine contract requirements.

Please see Irene Lam, 2.6054.

- Approve final timesheet(s)
- Appointment change
- Process lump sum vacation/holiday payment**

****Refund will not be released until checklist is completed and returned.**

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