

Employee Separation Last Day of Work Checklist

<input type="checkbox"/>	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
<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"/>	Provide your supervisor, Human Resources, and Payroll with a forwarding address for mailing of COBRA notices, final paycheck and W-2.
<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 & 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 book, supplies, and materials on loan
<input type="checkbox"/>	Corporate Credit Cards
<input type="checkbox"/>	Course Grade Books
<input type="checkbox"/>	Telephone Calling Cards
<input type="checkbox"/>	Pagers, telephones, cell phones
<input type="checkbox"/>	Office Equipment (such as computer, laptop, calculator)
<input type="checkbox"/>	Badges
<input type="checkbox"/>	Office Supplies
<input type="checkbox"/>	Parking Decal and Permit
<input type="checkbox"/>	As a separating employee, you have valuable information about the UConn community that will help improve compliance issues on campus. Please complete this brief anonymous exit interview from the Office of University Compliance.
<input type="checkbox"/>	If you would like to request a confidential, in-person exit interview, please contact the Office of University Compliance directly at (860) 486-2530. You may also report any compliance concerns anonymously by contacting the REPORTLINE at 1-888-685-2637 or by using the secure web form. If there are any legal, policy or procedures issues identified during the exit interview, this information will also be shared with appropriate individuals.