

## Employee Checklist for Separation Processing

<b>Employee Name</b>	
<b>PID</b>	
<b>ID Number</b>	
<b>Title</b>	
<b>Supervisor</b>	
<b>Department/Group</b>	
<b>Separation Date</b>	

Category	Description	Date Completed
<b>Documentation</b>	Write and send resignation letter/email to supervisor. <i>If you are transferring to a new department within VT, please be sure to inform your supervisor so we can ensure your separation/transfer is processed accurately in Banner.</i>	
	Complete this form and return to the supervisor.	
<b>Physical Properties</b>	Return any university assets including keys, Duo hardware token, cell phone, laptop, monitor, chair, office equipment, and other university property.	
	Return Hokie Passport to Supervisor.	
	Remove all personal items from office/desk/locker and clean and organize office/desk/locker.	
	Return the parking permit to Parking Services to avoid any fees.	
<b>Payroll/Benefits</b>	Confirm leave balance(s) with supervisor/department HR representative before departure. For those who want to shelter leave, contact HR Service Center*.	
	Inform supervisor of any outstanding tuition advances/reimbursements.	
	Contact HR Service Center* if you have a health or dependent care flexible spending account.	
	Update mailing address for W-2s (if applicable), if your address is changing, then you can change the address in Hokie Spa. If you no longer have access to Hokie Spa then email <a href="mailto:vtw2@vt.edu">vtw2@vt.edu</a> .	
	Check your retirement account options/eligibility. For further questions, contact the HR Service Center*.	
	For questions about the continuation of optional benefits, contact the HR Service Center*.	

Category	Description	Date Completed
<b>Transition Activities</b>	Review all outstanding assignments with supervisor.	
	Complete the <a href="#">VT Knowledge Transfer Template</a> if requested by supervisor.	
	Complete any outstanding leave reports and time sheets for approval.	
	Send any business-related emails to appropriate contacts.	
	Remove any personal emails from inbox and subfolders if you are not keeping your vt.edu email.	
	Move any business-related files stored in the computer drive to a shared drive or appropriate place.	
	Delete any personal files from computer drive.	
	Transfer ownership of work-related email groups to another person and remove self from ownership.	
	Update voicemail and email with an "out of office" reply and indicate a contact person.	
	Ensure that all travel and personal reimbursements have been submitted with proper documentation and approved before last day in office.	
	Reconcile and return university-issued purchasing card to supervisor, if applicable.	
	Contact the HR Service Center* regarding questions on COBRA coverage, 403(b) account, etc.	
	Submit all outstanding timesheets for approval.	
	Request Exit Interview Questionnaire from the <a href="#">offboarding site</a>	
<b>Department Specific Tasks</b>	<b><i>Have principal investigator status? If so, please consult with the Office of Sponsored Programs, Scholarly Integrity and Research Compliance, and Export and Secured Research Compliance regarding coordination of pending, awarded and funded sponsored projects.</i></b>	