



## Separation Checklist

- Pay any outstanding debts to appropriate campus units including parking violations, tuition expenses, etc. If any debts remain outstanding after employment has ended, these debts may be deducted from the final payout.
  
- Schedule Exit Interview with Human Resources (**Voluntary Separations ONLY**)
  
- Return all University Library materials and reconcile any outstanding fines and fees.
  
- Return all University property
  - Uniforms: Please check with your manager to determine if you are required to return your uniform
  - P-cards
  - Laptop/computers/iPads
  - Lab equipment
  - Other \_\_\_\_\_
  
- Keys
  - Desk
  - File
  - Department
  - Other \_\_\_\_\_
  
- Give any incomplete projects to supervisor
  
- Return your Rocket ID Card to supervisor
  
- Complete IT ticket to release employee's H: drive if applicable