

Employee Separation Checklist

For Separations and Transfers

The following list guides action steps to be taken before and on your last day of employment.

TASKS	Done ✓	N/A ✓
Schedule a meeting with your supervisor regarding outstanding projects		
Contact Benefits regarding: <ol style="list-style-type: none"> 1. Insurance coverage end date 2. COBRA information 3. Flex-spending accounts Visit the " Leaving the UO " Benefits page to find out more.		
Check on your eligibility for a parking refund		
Update your contact information including your address, phone and email and unsubscribe to the UO Text Message Alert System by logging into Duckweb		
If applicable, submit resignation letter that includes last day of employment		
Return all keys		
Return all equipment and property (including intellectual property) belonging to the university		
Return UO ID card to supervisor		
Update phone message and outgoing email		
Remove all personal items from office or workspace		