

Employee Separation Checklist For Separations and Transfers

TASKS	Done ✓	N/A ✓
Submit resignation letter with last day of employment.		
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.		
Return all keys		
Schedule a meeting with your office/business manager or office records custodian to discuss applicable retention requirements to any University-related records (including paper, email, and electronically stored records) you may have. Also determine if you are still subject to any legal/litigation holds. Take all necessary steps to ensure retention of the above-described records with your office/business manager.		
Return all equipment and property (including intellectual property) belonging to the university		
Update your contact information including your address, phone and email and unsubscribe to the UO Text Message Alert System by logging into Duckweb		
Update phone message and outgoing email		
Return UO ID card to supervisor		
Remove all personal items from office or workspace		
Check on your eligibility for a parking refund		
Schedule a meeting with your supervisor regarding outstanding projects		