### Employee Separation Last Day of Work Checklist

- 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.

- 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).

- Provide your supervisor, Human Resources, and Payroll with a forwarding address for mailing of COBRA notices, final paycheck and W-2.

- Submit final time-reporting information to your supervisor.

- Remove your personal belongings.

- Return any University/Departmental property to your supervisor (or department designee).

  - Keys – building, classroom, office, elevator, storeroom, desk, file cabinets, storage cabinets, lockers, equipment keys, vehicles
  - Instructional & Laboratory Equipment
  - University ID Card
  - Media Equipment
  - Tools
  - Manuals and Books
  - Uniforms
  - University book, supplies, and materials on loan
  - Corporate Credit Cards
  - Course Grade Books
  - Telephone Calling Cards
  - Pagers, telephones, cell phones
  - Office Equipment (such as computer, laptop, calculator)
  - Badges
  - Office Supplies
  - Parking Decal and Permit

- 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.

- 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.