# Employee Separation Checklist

**Checklist for Separation from ISU - for Employee (Resignation/Retirement/Termination)**

Employee Name: 

Supervisor: 

Resignation Date: 

- Complete **Notice of Resignation** form on the University Forms page under Human Resource.
- If retiring, complete **Application for Payment of Unused Sick Leave**.
- Check In/Return university property:
  - Laptop
  - Cell phone
  - Laboratory equipment
  - Safety equipment
  - Tools
  - Library property
  - Keys
  - P-card
- Pay any outstanding university bill.
- Turn in Parking tag to Department of Public Safety, Parking Division, 27 Armory Building.
- Provide personal email to be included in the email response to correspondents for up to 6 months after your separation date. Respond to email from IT prior to your term date or contact the Solution Center for assistance if your term date has passed.
- Contact the Benefits Office for questions on insurance and retirement plans.

  **University Benefits Office**
  3810 Beardshear Hall
  Ames, Iowa 50011-2033
  515-294-4800
  benefits@iastate.edu

- Update home address through AccessPlus for future university correspondence.

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