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.