

# 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](mailto:benefits@iastate.edu)

Update home address through AccessPlus for future university correspondence.

University Human Resources, Beardshear Hall Ames, IA. [Contact Information](#)

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