# 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.
- Review Records Management Information to ensure compliance with UConn’s records management policies.
- If your Department wants you to have access to your NetID beyond the 30-day cutoff following separation, they can sponsor an affiliate status for you. Your NetID will remain active while you are on an affiliate status.

- 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).
- Verify and update your address in Core-CT. This is the address that will be used for the mailing of your final paystub, W-2, and COBRA notices.
- Print any paystubs or W-2 statements from Core-CT that you want to retain for your records. Your access to Core-CT ends after the UConn Payroll Department processes your separation action.
- 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