

Separating Employee Checklist

Instructions: CORNed"cf o kputcvqt initiates this form and completes Sections I - IV on or before the last day of employment. The Separating Employee Checklist'ku'tgckpof 'hqt'rd'tgeqtf u.

EMPLOYEE INFO

Name: _____ (Last, First, MI)

Effective Date of Ugr ctction: _____

Forwarding Address: _____

SECTION I

____ Letter of Resignation received (if appropriate)

____ Human Resources Notified (if appropriate)

____ Performance Evaluation Completed (if appropriate)

SECTION II

____ All Keys Returned

____ Ncd'rcr vqr /gquipment Returned

____ Wugt'r tqhrg'tgo qxgf lo qf kkgf "qp"vj g"CO R'y gd'ukg

____ Ectf "hg{ "ceegu'tgo qxgf

____ P gy qtmaccounts (userid) cancelled

____ WED"K Card Returned *h'cr r necdrg+

____ Parking Pass Returned

____ Credit Cards Returned (if applicable)

SECTION III

___ Timesheet Completed

___ Final paycheck mailed

SECTION IV

___ Exit Interview Done

___ Benefit Conversion Information provided

___ Termination of Employment Benefits Checklist

___ COBRA Information provided

___ Unemployment Insurance Information r tqxkf gf

___ State Disability Brochure provided

___ Other relevant information communicated (please elaborate):

For a comprehensive list of UCB/EECS policies, please visit the following link:

<http://www.eecs.berkeley.edu/Policies/>