**SEPARATION CHECKLIST FOR FACULTY AND CONTINUING LECTURERS**

* Submit your resignation letter to your supervisor (cc your department manager). It must include your last day of work.
* Your department will let you know when you will need to vacate your office and/or lab space(s). Please assure that all your personal belongings are removed from the office by the date provided by your department. Notify your department of any chemicals or other hazardous materials that need to be properly disposed of.
* Provide your forwarding address and telephone number to your supervisor/department manager. Update your mailing address and email address in At Your Service Online for tax and benefits information.
* Return your keys, ID card, and all University-owned equipment to your department manager or facilities coordinator.
* Cancel any subscriptions being sent to your University address.
* Return any library books
* Return your parking permit, if applicable, to TAPS. You may be due a refund.
* Return keys and facilities access cards to your supervisor/department manager.
* Update your mailing address and email address in At Your Service Online for tax and benefits information.
* Update voicemail message directing callers to new contact(s), or use call forwarding.
* Contact research accountant regarding any extramural funds for which you are responsible.
* Transfer ownership of any Google Apps to appropriate individual(s) before your last day of employment. Download any documents from Google Apps you wish to maintain after your employment has ended.
* Return your ProCard to the Arts Division Business Office and submit any outstanding reimbursement paperwork to the appropriate office.
* Complete any outstanding narrative evaluations