

EMPLOYEE NAME: _____

TO DO LIST

The following To Do List is provided to assist employees and managers when an employee separates his/her employment (by resignation, involuntary separation, retirement, reaching appointment end date, or layoff) with the University of Cincinnati. This list may vary depending on the individual's situation.

SECTION A – EMPLOYEE'S TO DO LIST

Done	N/A	To Be Done
Personal		
		1. Submit separation letter to your supervisor. If retiring, review the Retirement Checklist Separation and Retirement documents and information can be found on the website at: Faculty: http://www.uc.edu/hr/toolkits/faculty.html Staff: http://www.uc.edu/hr/toolkits/staff.html
		2. Remove personal items from work areas.
		3. Enter your forwarding address and updated direct deposit information into UC Flex Employee Self Service (ESS). Please provide your forwarding address to units needing it for future contact. If your address or direct deposit information changes after leaving employment, please notify Human Resources at 513-556-6381. ESS: https://www.ucflex.uc.edu/irj/portal
		4. Discuss any potential payouts with your appropriate business unit.
		5. International employees should contact the UC International Services to determine if there are other requirements related to their residency and/or employment status. International Services: http://www.uc.edu/international/services.html

University Property		
		7. Complete the Separation Clearance Form, which includes returning university property and meeting outstanding financial obligations. The form can be found on the website at: Faculty: http://www.uc.edu/hr/toolkits/faculty.html Staff: http://www.uc.edu/hr/toolkits/staff.html
Records Disposition		
		8. Retrieve or delete personal e-mail and non-UC work files/information from your office computer.
		9. Remove any university owned/licensed software loaded/installed on a home computer.
		10. PRINT ANY PRIOR PAY ADVICES BECAUSE YOUR EMPLOYEE SELF-SERVICE (ESS) ACCESS WILL BE TERMINATED ON YOUR SEPARATION DATE.

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SECTION B – MANAGER’S TO DO LIST

Done	N/A	To Be Done
SEPARATION PROCESS		
		1. Acknowledge receipt, in writing, of the employee’s resignation/retirement letter and send a copy to the Human Resources Service Center.
		2. Discuss and process any potential payouts for the employee prior to submitting the separation PCR.
		3. Prepare a separation employment action – Personnel Change Request (PCR).
		4. If applicable, arrange for a unit administrator to be given the needed access to assure continued operations for any email, voicemail, administrative database, software application, information system, etc. Also notify UCit of the employee’s departure date so that data systems access can be terminated.
		5. Contact UC Flex to assist in moving PCRs to new authorized personnel (if necessary).
		6. Send employee personnel records to Human Resources.
		7. Notify Human Resources of the employee’s departure in order to terminate the PeopleAdmin account.