SEPARATION CHECK LIST - FOR EMPLOYEES

INSTRUCTIONS

1. Visit all applicable departments and complete items below prior to the last day of employment.
2. Inform your supervisor when all items are complete, as s/he must complete the Separation Check List for Supervisors for the HR Office.
3. Contact the Human Resources Office at ext. 2180 with questions regarding leave policies.

DEPARTMENTAL

☐ Computers, cell phones, or other departmental equipment or University property has been turned in.
   Failure to return university property may result in a hold on payment for unused vacation time.

☐ Data and information stored on computers or personal devices has been deleted or returned.

CAMPUS-WIDE

☐ SandDollar card turned in to the SandDollar Office.
   *Call the SandDollar Office at ext. 5978 with any questions.

☐ Credit Cards turned in to Travel and Purchasing Departments.
   *Call Purchasing at ext. 2617 or Travel at ext. 2749 with any questions.

☐ Outstanding loans, checks and/or Employee Betterment obligations cleared through the Bursar’s Office.
   *Call the Business Office at ext. 2600 with any questions.

☐ All keys turned in to University Police Department (not to supervisor).
   *Call UPD at ext. 3739 with any questions.

PERSONAL

To complete items below, log in to Single Sign On: https://sso.tamuc.edu

☐ Mailing address, email address, phone number and payroll information updated.
   ➢ Log on to Single Sign On ➢ Click on Workday ➢ Click on Personal Information ➢ Click on Contact Info

☐ Time and Absence entries through Separation Date are entered for approval.
   **If a Manager: Approve all Time Off and Absence requests for direct reports

HUMAN RESOURCES

The following forms may be required and/or recommended as applicable to you.

☐ Resignation Letter

☐ Exit Survey

☐ Sick Leave Pool Donation

☐ Sick Leave Donation

☐ Tax Deferred Account Change in Status

☐ TRS Request for Refund | TRS 7 (Retirement)

☐ Optional Retirement Program Change in Status

Human Resources    6300 Ocean Drive, Corpus Christi, TX 78412-5730    361.825.2630 OFFICE    361.825.5871 FAX

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