

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

[Tax Deferred Account Change in Status](#)

[Exit Survey](#)

[TRS Request for Refund](#) | TRS 7 (Retirement)

[Sick Leave Pool Donation](#)

[Optional Retirement Program Change in Status](#)

[Sick Leave Donation](#)