When an Employee Separates - Checklist

**Supervisor Responsibilities**

(only those that apply)

* Obtain keys (building, office, desk,) and building access fob. If employee works at the Second Street Building in Davis, please direct the employee to Facilities for key return.
* Obtain ID card and/or badge.
* Obtain UC property (laptops, cell phones, books, disks/manuals, etc).
* Obtain UC credit card, purchasing card, garage card, copy card, phone card, etc.
* Computer Access:
* You and the separating employee share in the responsibility to identify and transfer any business related e-files, documents or emails to a folder that can be accessed by others after the employee has separated. Once an employee has separated from your department, access to their electronic documents by someone other than the separated employee requires authorization by the separating person through [Policy 310-24](https://ucdavispolicy.ellucid.com/documents/view/1399).
* Advise IT of all changes to application access, unit folders, distribution lists and web changes, etc.

Visit UCANR [IT](http://anrcs.ucanr.edu/isc/iti/) for more information or click on the [ASK](http://anrcs.ucanr.edu/Request_for_help/) button.

* Voicemail – insure that VM is reprogrammed and password changed to allow access by supervisor; employee provides supervisor with new password.
* Resignation, release, or termination letter received. Submit a copy to [humanresources@ucanr.edu](file:///\\anr-file01\Groups\SPU\Forms%20and%20Checklists\Checklists\humanresources@ucanr.edu).
* Complete Employee Termination and Final Pay Request [Form](https://ucanr.edu/sites/ANRSPU/files/310966.pdf).
* Insure pending activities have been completed in UC systems.
* Memberships in committees and professional organizations canceled or transferred.
* If the separating employee manages a branded UC ANR social media account, collect the account information, including passwords, and make sure the departing employee’s responsibility is removed from all UC ANR social media accounts by changing the login and password on the day of separation.
* Forwarding address obtained.
* Eligibility for reemployment explained.
* Departure is communicated to staff. Work with employee to remove their profile from the staff directory.
* Contact Benefits (530) 752-1774 for retirement forms, COBRA forms, etc. are completed and signed.
* Contact Retirement Administration Service Center (RASC) (800) 888-8267.

**Employee Responsibility**

* As soon as you know that you are separating from your department, work closely with your supervisor and begin to sort through your business related e-files, documents or emails and ensure that they can be accessed by others after you are separated (as detailed above).
* Email account -- forwarding, deactivation

24-hours prior to separation date you must notify UCANR [IT](http://anrcs.ucanr.edu/isc/iti/) to stop forwarding your campus email account to your department, or to request mail transfer to another department.

If you are an Employee separating from campus but interested in retaining your campus email address, and are eligible, (a UC graduate, retiree, etc.) you may wish to consider an optional and complimentary service that will forward your campus email to an external email address of your choice (e.g., [user@yahoo.com](mailto:user@yahoo.com)).  This forwarding service will apply only to new incoming email sent to your campus email address after you registered for the service.

Follow directions at  [UC DAVIS Email Forwarding Service](http://emailforwarding.ucdavis.edu/).

* Voicemail account

1. Reprogram your voice mail with an extended absence greeting, redirecting callers to a main department number.
2. Reprogram VM with a new password.
3. Provide supervisor with new password.

* Workload Preparation

1. As early as possible, when possible, create a list of final tasks and activities that need to be re-delegated and provide it to your supervisor.

* Cleaning Workspace

1. Coordinate with your supervisor to take the time to clean out your workspace. Pack your personal items and ensure UC ANR items are cleaned, organized, and safely stored.
2. It is your personal responsibility to clean your own items out before leaving.

* Read on for a complete guide to leaving UC employment. <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/leaving-uc-employment.html>