

UC ANR

Separation Checklist

(Supervisor is encouraged to review this checklist with the separating employee)

Use this form as a guide when taking actions for all types of separations, such as resignations.

Supervisor Responsibilities

- If resignation is due to retirement, advise your academic to submit an official intent to retire letter to Academic Human Resources (AHR) directly. For all other reasons, obtain a resignation letter, and forward copy to the AHR.
 - The separation date is normally the last day physically worked by an employee - the last day for which compensation is received.
- Obtain UC property:
 - keys (building, office, desk,) and building access cards or fob.
 - ID card and/or badge.
 - laptops, cell phones, books, disks/manuals, etc.
 - UC credit card, purchasing card, garage card, copy card, phone card, fuel card, calling card, etc. Purchasing and corporate credit cards can be destroyed locally; they do not need to be mailed to the BOC.
- 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 unit, access to their electronic documents by someone other than the separated employee requires authorization by the separating person through [UCOP Electronic Communications Policy](#).
- Advise your IT department of all changes to application access, unit folders, distribution lists and web changes, etc. For employees located in the Davis Building, contact [CSIT](#) at (530) 750-1212 or visit their website and click on the [ASK](#) button.
- Voicemail – insure that VM is reprogrammed with an extended absence greeting and password is provided to supervisor to allow access or disconnect phone service.
- Insure memberships in committees and professional organizations are canceled or transferred.
- Communicate departure to staff.

Employee Responsibilities

- If you are retiring, we recommend that you contact Retirement Administration Service Center (RASC) to discuss health and welfare benefits for yourself and your dependents at:
 - (800) 888-8267, option 8; or
 - you can access assistance on line through a web form at:
<https://secure.ucop.edu/secureapps/ays/csform.html>

- If you are not retiring, it is your right to continue UC-sponsored group health coverage under COBRA.
 - for COBRA information, refer to http://www.hr.ucdavis.edu/benefits/health_and_welfare/medical/cobra.html and/or
 - contact UCD Benefits Office at (530) 752-0530.

- Contact the Contracts and Grants office if you have any outstanding projects supported by contracts or grants.

- 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).

- Complete and sign the Personal Data Form if there will be a change in your permanent address (future W-2's will be sent to this address), and submit it to Academic Human Resources (AHR).

- Project your payroll timesheet up to the last day on pay status, and submit it no later than two weeks prior to this date.

- Voicemail account:
 - Reprogram your voice mail with an extended absence greeting, redirecting callers to a main department number.
 - Provide supervisor with current password.

- UC Davis email account – forwarding & deactivation:

24-hours prior to separation date you must notify [UC ANR CSIT](#) to stop forwarding your campus email account to your unit, or to request mail transfer to another campus department.

If you are an employee separating from UC Davis campus but interested in retaining your campus email address, and are eligible, (a UC Davis 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). 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](#).

- Your UC ANR email will be retained if you have requested and are approved for emeritus status.