



## Umpqua Community College Separation Checklist

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

### Pre-Separation (Employee):

- Submit letter of resignation or retirement
- Timesheets –make sure all timesheets are up to date in WebTime Entry
- Review Self-Service Banner to update Employee Information – verify address, email and phone number(s) are current.
- Participate in optional confidential Exit Interview with the Director of Human Resources – call to schedule if not previously contacted.
- Accrued Leave:
  - Vacation will be paid out in your final paycheck issued the last day of work
  - Sick Leave is forfeited. You may donate up to 40 hours to the Sick Leave Bank via a Sick Leave Bank Donation form to be turned in to Human Resources
- COBRA information will be sent from OEGB within 45 days of separation

### Pre-Separation (Supervisor):

- Submit Separation of Employment document to the Office of Human Resources – this triggers the process for final pay\*

### Employee Last Day:

Employee returns the following over to the supervisor: *(Supervisor is responsible for turning over to the departments noted below.)*

#### Facilities:

- Keys – building and any vehicle or cart keys
- Access Card/Identification Card
- Athletic Pass if one issued
- Parking Tag
- Uniform (if issued)
- Tools and Equipment (if issued)

#### Finance Department:

- Cell Phone (if issued)
- Credit Card (if issued)

#### Information Technology

- Computer/Laptop

#### Miscellaneous Department Items:

- College Records
- Desk Key
- File Cabinet Key

### Upon Separation - Payroll:

The Payroll Department will have the separating employee's final check and any applicable monies owe by close of business the last day of employment. The separating employee will come to Payroll to pick up final check. If other arrangements need to be made, we are willing to accommodate with advance notice.