

Employee Checklist: Separating Employment from IU

When separating employment with Indiana University (voluntarily or involuntarily) this checklist can help guide you through the process. These items will vary depending on your individual situation; for example, your benefits enrollment, payroll deductions, and position duties.

ADVANCE NOTICE	
<input type="checkbox"/> Employees are expected to give advance notice of at least two weeks when leaving the university.	
POLICIES	
<input type="checkbox"/> Review key policies in the "Separation" section of the policy manual for your employee group (listed on the right). <ul style="list-style-type: none">• Separation from the University• Separation Pay• Reduction in Force	<ul style="list-style-type: none">• Professional Staff• Support and Service Staff not Covered by a Union• Bloomington Service Maintenance• Bloomington and Northwest Support Staff• Indianapolis Service Maintenance• South Bend Service Maintenance
<input type="checkbox"/> Consult with your supervisor about how to handle required use of time off, if applicable.	
BENEFIT PLANS	
<input type="checkbox"/> Carefully read the booklet, " Participant Rights and Responsibilities Upon Transfer or Termination. " This document addresses the benefit plans listed to the right.	<ul style="list-style-type: none">• Insurance (basic, long-term, accident)• Medical and dental plans• Tax Saver Benefit (TSB) Plan• Fee Courtesy• Retirement plans• IU Retiree status• Separation pay
<input type="checkbox"/> Medical and dental benefits are discontinued immediately following separation. Contact campus Human Resources with questions and for information about how to continue coverage under COBRA .	
FILES, E-MAIL, TELEPHONE	
Consult with your supervisor about how to:	
<input type="checkbox"/> Vacate your office (including electronic and paper files)	
<input type="checkbox"/> Forward e-mail messages	
<input type="checkbox"/> Handle telephone calls (change greeting, forward, or cancel)	
KEYS AND EQUIPMENT	
<input type="checkbox"/> Turn in all building/departmental keys (building, office, file cabinets, storage, etc.).	
<input type="checkbox"/> Turn in laptops, cell phone, PDAs, Safeword cards, etc.	
ADMINISTRATIVE	
<input type="checkbox"/> Make sure your timesheet is complete.	
<input type="checkbox"/> Provide a forwarding address to your department and to Financial Management Services-Payroll.	
COMPUTING ACCOUNTS	
<input type="checkbox"/> Conduct necessary business as soon as possible. Accounts are disabled approximately one week after separation from the university, so access to self-service information may be denied to you.	
If you retire, you receive email and certain other computing account privileges indefinitely.	
<input type="checkbox"/> Contact FMS-Payroll (812-855-0375) for printout of final pay deposit records.	
OTHER	
For information about specific business such as parking permit, SRSC membership, etc. contact these offices directly.	