

Checklist for Employees Leaving UNI

Prior to Last Day of Work:

- Review the [Terminations & Terminal Vacation Pay](#) policy.
- Resignation Letter (if applicable)
Submit a signed resignation letter to your supervisor and Human Resource Services (HRS) for staff or the Executive Vice President & Provost office for faculty and academic administrators. The effective date should be your last day worked. Any unused vacation or personal holiday accruals will be paid out to you, but cannot be used to extend your termination effective date.
- Exit Interview
Contact HRS at 3-2422 for staff or 3-2519 for faculty or academic administrators to schedule.
- Email and Other Google Apps
Set up an out of office message directing those sending you emails to a new contact. Any personal data associated with your Google Apps account (email, calendar, docs, etc) should be removed from the account or transferred to a personal account. Please do this within 30 days. Contact Nick Frerichs at 3-3862 with questions or if you need to set up forwarding of your emails to another employee.
- Phone Service
Place a forwarding message on your voicemail. Contact Sharon Drachenberg at 3-2436 with questions or to have calls directed to another phone.
- Parking Permit
Contact Ann Kjeld in Public Safety to turn in parking permit or to inquire about a refund.
- Keys
Return your office and building keys to the Facilities Access staff in the Physical Plant.
- UNI ID Card
Turn in your faculty/staff ID card to your supervisor. If you are an enrolled student and need a student ID card, please go to the Department of Residence located at 010 Redeker Center.
- Office Equipment/Uniforms
Return all pagers, phone calling cards, cell phones, laptops, PDA's, desk/filing cabinet keys, manuals, handbooks, documents, uniforms, University ID card, etc. to your supervisor.
- Credit Cards & Expense Reports
Verify & submit balances. Turn in card to department secretary or your supervisor to return to Molly Rickert in the Office of Business Operations.
- Address Changes
Provide HRS with home address changes to ensure delivery of relevant tax and benefit documents.
- Time Card
Submit time card on your last day of work to allow for timely processing of your final paycheck and unused vacation or personal holiday accrual payout.
- UNI Alert
If you are signed up to receive [UNI Alerts](#) (cell phone, landline, email and/or text messages about campus community emergencies, threats to physical safety, canceled classes, etc.) and would like to opt out of those alerts, log into [My Universe](#) and click on "Manage My UNI Alert Contacts" in the Emergency Preparedness section.