The following checklist should NOT be considered an exhaustive list, but rather a guide as you leave your employment with Messiah University. Complete items below, as appropriate, prior to your departure. Any questions should be directed to your supervisor, Human Resources, Payroll, or the appropriate campus department.

**HUMAN RESOURCES 🡪 Have you, the employee:**

|  |  |
| --- | --- |
| [ ]  | For resignations, submitted your resignation notice/letter to your supervisor? |
| [ ]  | Received and accepted an exit interview request with the the Director of Human Resources? |
| [ ]  | Reviewed the termination date of your current benefits coverages? |
| [ ]  | Reviewed the possibility of obtaining temporary COBRA coverage? |
| [ ]  | Reviewed and/or discussed any issues pertaining to retirement funds? |

**PAYROLL 🡪 Have you, the employee:**

|  |  |
| --- | --- |
| [ ]  | Completed an Employee Personal Information Change Form if you are changing your home address after resignation?*NOTE: Please complete this form for any subsequent move after resignation but before issuance of your W-2 form at the end of the tax year.* |
| [ ]  | Submitted all monthly leave reports (administrative employees only), if applicable? |
| [ ]  | Submitted any outstanding timesheets (staff employees only) to your supervisor for approval and processing? |
| [ ]  | Reviewed the Vacation Payout policy and do you understand that any awarded hours during the current fiscal year will be adjusted based on the portion of year worked? |
| [ ]  | Submitted, within your department, Human Resources, and/or Finance any taxable/reportable fringe benefits (e.g., personal use of a company car, moving expenses, etc.) that are to be processed prior to your last paycheck? |

**ITEMS TO BE HANDED IN TO SUPERVISOR BY EMPLOYEE:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | ID Card | [ ]  | Parking Pass |
| [ ]  | Visa Card(s) | [ ]  | Keys |

**…ANY EQUIPMENT BELONGING TO MESSIAH SUCH AS:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Library Books | [ ]  | Laptop/iPad |
| [ ]  | Cell Phone | [ ]  | Media equipment (camera or video etc) |
| [ ]  | PDA or other electronic organizer |  |  |

**ITEMS/ACCESS THAT WILL BE DISCONTINUED UPON TERMINATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Network access | [ ]  | E-mail and e-mail address |
| [ ]  | FalconLink and Self-Service access | [ ]  | Facilities access |
| [ ]  | Telephone access | [ ]  | Falcon dollars, visit the Falcon Exchange |