

## TEXAS WOMAN'S UNIVERSITY Employee Checklist for Separation

This checklist is a tool to assist you in completing the final steps for your separation from the University. Prior to your last day at work, the following items should be reviewed. All sections of this form must be completed before your separation is finalized. Your final paycheck and/or retirement refund may be delayed until separation procedures have been completed. Refer to Exiting Employee Guide and Forms on the Human Resources' (HR) Website for additional information.

<b>EMPLOYEE INFORMATION</b>				
Name:	Last Day Worked:			
Position:	Department:			
<b>REASON FOR LEAVING TWU (Please select the most applicable reasons)</b>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Accepted another position  <input type="checkbox"/> Transfer to another state agency  <input type="checkbox"/> Dislike location of work  <input type="checkbox"/> Scheduled work hours  <input type="checkbox"/> Conflict with supervisor  <input type="checkbox"/> Conflict with co-worker  <input type="checkbox"/> Dissatisfaction with supervisor or coworkers  <input type="checkbox"/> Discrimination and prejudice  <input type="checkbox"/> Lack of adequate training  <input type="checkbox"/> Lack of advancement opportunity  <input type="checkbox"/> Disliked assigned duties         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Need more hours of work  <input type="checkbox"/> Temporary or part-time  <input type="checkbox"/> Reduction in Force  <input type="checkbox"/> Project, grant, or internship ended  <input type="checkbox"/> Discharged  <input type="checkbox"/> Retirement  <input type="checkbox"/> Need better benefits  <input type="checkbox"/> Inadequate salary  <input type="checkbox"/> Leaving the area  <input type="checkbox"/> Personal reasons not related to job  <input type="checkbox"/> Other _____         </td> </tr> </table> <p><b>Note:</b> You may discuss any of the above in a scheduled exit interview with the HR Manager of Employee Development &amp; communications, 940-898-3558 or with Internal Audit, 940-898-3260.</p>			<input type="checkbox"/> Accepted another position <input type="checkbox"/> Transfer to another state agency <input type="checkbox"/> Dislike location of work <input type="checkbox"/> Scheduled work hours <input type="checkbox"/> Conflict with supervisor <input type="checkbox"/> Conflict with co-worker <input type="checkbox"/> Dissatisfaction with supervisor or coworkers <input type="checkbox"/> Discrimination and prejudice <input type="checkbox"/> Lack of adequate training <input type="checkbox"/> Lack of advancement opportunity <input type="checkbox"/> Disliked assigned duties	<input type="checkbox"/> Need more hours of work <input type="checkbox"/> Temporary or part-time <input type="checkbox"/> Reduction in Force <input type="checkbox"/> Project, grant, or internship ended <input type="checkbox"/> Discharged <input type="checkbox"/> Retirement <input type="checkbox"/> Need better benefits <input type="checkbox"/> Inadequate salary <input type="checkbox"/> Leaving the area <input type="checkbox"/> Personal reasons not related to job <input type="checkbox"/> Other _____
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<b>REVIEW APPLICABLE ISSUES</b>				
<input type="checkbox"/> Remind supervisor to complete Personnel Transaction Form. <input type="checkbox"/> If voluntary resignation, submit a letter of resignation to the department and a copy to HR. <input type="checkbox"/> Submit final timesheet. <input type="checkbox"/> Schedule exit interview (optional) with HR's Manager of Training & Performance Management. <input type="checkbox"/> Determine status of current projects. <input type="checkbox"/> Submit any pending reimbursements (ie.travel expenses). <input type="checkbox"/> Arrangements made for removing personal items. <input type="checkbox"/> Review the Teacher Retirement System Refund Form <a href="http://www.trs.state.tx.us/reporting/forms/form_6.pdf">www.trs.state.tx.us/reporting/forms/form_6.pdf</a> <input type="checkbox"/> Review the Sick Leave Pool Donation Form <a href="http://www.twu.edu/downloads/benefits/SickLVPoolDonationForm.pdf">http://www.twu.edu/downloads/benefits/SickLVPoolDonationForm.pdf</a> <input type="checkbox"/> Complete and submit the Exit Packet to HR. <input type="checkbox"/> Submit forwarding address to HR via the Address Change Form (on the payroll forms section of the payroll website): <a href="http://www.twu.edu/payroll/">http://www.twu.edu/payroll/</a> <input type="checkbox"/> Notify department and HR if transferring to another state agency. <input type="checkbox"/> If participating in TexFlex, submit TexFlex Enrollment Change Form <a href="http://www.ers.state.tx.us/texflex/documents/FB-920.pdf">www.ers.state.tx.us/texflex/documents/FB-920.pdf</a> to HR with your election of TexFlex options prior to 15 <sup>th</sup> of the month in which employment ends.				
<b>RETURN ALL UNIVERSITY PROPERTY (All University property must be turned in by your last day of employment.)</b>				
<input type="checkbox"/> All Keys/Access Cards to building(s), elevator, locker, desk, cabinets <input type="checkbox"/> Keys to vehicle(s)/Golf carts <input type="checkbox"/> Communication devices (Cell phone/pager/PDA, 2-way radio, etc.)	<input type="checkbox"/> Laptop, computer equipment <input type="checkbox"/> Procurement and credit card(s) <input type="checkbox"/> Manuals and books (reference, training) <input type="checkbox"/> Tools, equipment <input type="checkbox"/> Library materials/resources	<input type="checkbox"/> Office/project files <input type="checkbox"/> Uniforms <input type="checkbox"/> ID Card/Badge <input type="checkbox"/> University Cards (Travel, Purchasing) <input type="checkbox"/> Any other University property: List: _____		

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_