W INDIANA UNIVERSITY 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.

Image: Second	ADVANCE NOTICE		
Review the appropriate Separation policy(ies) Voluntary and Involuntary Separation Eurlough Reduction in Force Reduction in Force (Part-Time employees) Consult with your supervisor about how to handle required use of time off, if applicable. BENEFIT PLANS	Employees are expected to give advance notice of at least two weeks when leaving the university.		
• Voluntary and Involuntary Separation • Eurouagh • Eurouagh • Reduction in Force • Reduction in Force • Reduction in Force • Reduction in Force • Consult with your supervisor about how to handle required use of time off, if applicable. BENETT PLANS • Insurance (basic, long-term, accident) • Medical and dental plans • Tax Saver Benefit (TSB) Plan • IU Tuition Benefit • Retrieve status • Separation. Contact campus Human Resources with questions and for information about how to continue coverage under <u>COBRA</u> . • Retrieve status • Separation pays FILES, E-MAIL, TELEPHONE Consult with your supervisor about how to: • Vacate your office (including electronic and paper files) • Forward e-mail messages • Handle telephone calls (change greeting, forward, or cancel) KEYS, EQUIPMENT, PARKING PASS • Turn in all building/departmental keys (building, office, file cabinets, storage, etc.). • Turn in all department is used equipment, tools, and uniforms. • Turn in all building departmental keys (building, office, file cabinets, storage, etc.). • Turn in all department is computed in tools, and uniforms. • Turn in all department is computed address to your department and to Financial Management Services-Payroll. • Visit the Employee Center in One IU to review your final pay advice using the "Payroll & Tax > Paychecks" COMPUTING ACCOUNTS • Conduct necessary business as soon as possible. Accounts are disabled approximately one week after separation from the university. If your cretive email and certain other computing account privileges indefinitely.	POLICIES		
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BENEFIT PLANS Carefully read the booklet, "Benefits After Separation" This document addresses the benefit plans listed to the right. 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. Insurance (basic, long-term, accident) 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. ID Tuition Benefit Retirement plans IU Tuition Benefit Retirement plans IU Retiree status Separation pay FILES, E-MAIL, TELEPHONE Consult with your supervisor about how to: Vacate your office (including electronic and paper files) Forward e-mail messages Handle telephone calls (change greeting, forward, or cancel) KEYS, EQUIPMENT, PARKING PASS Turn in all department issued equipment, tools, and uniforms. Turn in latptops, cell phone, PDAs, etc. Return IU parking past to campus parking operations office. ADMINISTRATIVE Visit the Employee Center in One.IU to review your final pay advice using the "Payroll & Tax > Paychecks" COMPUTING ACCOUNTS Conduct necessary b	 <u>Furlough</u> Reduction in Force 		
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For information about specific business contact the offices directly.			