

## 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

- Employees are expected to give advance notice of at least two weeks when leaving the university.

### POLICIES

- Review the appropriate Separation policy(ies)
  - [Voluntary and Involuntary Separation](#)
  - [Layoff](#)
  - [Reduction in Force](#)
  - [Reduction in Force \(Temporary employees\)](#)
- Consult with your supervisor about how to handle required use of time off, if applicable.

### BENEFIT PLANS

- Carefully read the booklet, "[Benefits After Separation](#)" This document addresses the benefit plans listed to the right.
  - Insurance (basic, long-term, accident)
  - Medical and dental plans
  - Tax Saver Benefit (TSB) Plan
  - IU Tuition Benefit
  - Retirement plans
  - IU Retiree status
  - Separation pay
- 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:

- 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 issued equipment, tools, and uniforms.
- Turn in laptops, cell phone, PDAs, etc.
- Return IU parking pass to campus parking operations office.

### ADMINISTRATIVE

- Make sure your timesheet is complete.
- Provide a forwarding 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 "Former Employee" link.

### COMPUTING ACCOUNTS

- Conduct necessary business as soon as possible. Accounts are disabled approximately one week after separation from the university.

If you retire, you receive email and certain other computing account privileges indefinitely.

### OTHER

For information about specific business contact the offices directly.