



Checklist for Departing University Staff

University Staff should use the following checklist when leaving the University.

To-Dos: Before or On Your Last Day	Resources:
<ul style="list-style-type: none"> <input type="checkbox"/> Update primary address in Workday <input type="checkbox"/> Verify accruals (PTO balances) - sick time is not paid out; only vacation/personal holidays <input type="checkbox"/> Discuss with supervisor tasks that will be transitioned to other staff members <input type="checkbox"/> Reconcile GEMS expenses and return card (if you have been given a GEMs card). Contact your Business Manager in the LBC to let them know to deactivate your card. <input type="checkbox"/> Schedule an exit interview with the your unit HR Partner or the Shared Services Office <input type="checkbox"/> Complete the optional exit survey and/or exit interview <input type="checkbox"/> Return all University property, including badges, electronics, keys, and pay any debt (arrangements should be made with your supervisor to return all of these items before your departure). 	<p>Updating an Address in Workday (QRG)</p> <p>UChicago Time</p>
Reminders:	Resources:
<ul style="list-style-type: none"> <input type="checkbox"/> System and building access will be terminated at the end of the last day of employment with the University. Note: Workday self-service access will remain until April of the following year. You can use your current CNET ID and password to log into Workday. <input type="checkbox"/> Adherence to the University's Confidentiality Agreement continues after employment ends per UChicago Policy 601 Treatment of Confidential Information <input type="checkbox"/> Final paycheck will be delivered in the same manner as previous paychecks, or it will be mailed if your bank information has changed. <input type="checkbox"/> W-2 information will be available in Workday until April of the following year. <input type="checkbox"/> Verification of employment at the University can be obtained by following the steps outlined on the Employment Verification Page found here: https://humanresources.uchicago.edu/department/records/ev.shtml <input type="checkbox"/> For questions related to retirement savings or medical insurance, contact the Shared Services Office at uchicago.service-now.com/sso or at 773-702-5800. <input type="checkbox"/> Information related to COBRA, can be found on the University's HR website here: https://humanresources.uchicago.edu/lifework/work/leave/cobra.shtml <input type="checkbox"/> For employees on a work visa, please consider notifying the Office Of International Affairs to discuss any outstanding items 	<p>W-2 and Tax Documentation in Workday (QRG)</p>

Employee Acknowledgement:

I certify that I have completed the above tasks, returned all University property, and reconciled all University debts. I acknowledge my obligation to adhere to the University's Confidentiality Agreement after my employment at the University has ended.

Employee Signature

Date

Supervisor Acknowledgment:

I acknowledge that the employee has returned all University property.

Supervisor Signature

Date