

When an Employee Separates - Checklist

Supervisor Responsibilities

- Obtain keys (building, office, desk,) and building access cards.
- Obtain ID card and/or badge.
- Obtain UC property (laptops, cell phones, books, disks/manuals, etc).
- Obtain UC credit card, purchasing card, garage card, copy card, phone card, etc.
- Computer Access:
 - You and the separating employee share in the responsibility to identify and transfer any business related e-files, documents or emails to a folder that can be accessed by others after the employee has separated. Once an employee has separated from your department, access to their electronic documents by someone other than the separated employee requires authorization by the separating person through campus [Policy 310-24](#).
 - Advise your IT department of all changes to application access, unit folders, distribution lists and web changes, etc.

Visit [IET Computing Services](#) for information and forms.

- Voicemail – insure that VM is reprogrammed and password changed to allow access by supervisor; employee provides supervisor with new password OR disconnect phone service through Communications Resources.
To disconnect phone service visit [Communications Resources service request forms](#).
- Resignation, release, or termination letter received.
- Remind employee to contact Benefits so that retirement forms, COBRA forms, etc. are completed and signed.
- PPS separation entries completed.
- DaFIS and PPS routing changes made; insure pending activities have been completed.
- Memberships in committees and professional organizations canceled or transferred.
- Forwarding address obtained.
- Eligibility for reemployment explained.
- Departure is communicated to staff.

- ❑ If employee is a retiree with 10 or more years of service, contact Employee & Labor Relations (754-8892) to arrange for a University retirement gift.

Employee Responsibility

- ❑ As soon as you know that you are separating from your department, work closely with your supervisor and begin to sort through your business related e-files, documents or emails and ensure that they can be accessed by others after you are separated (as detailed above).
- ❑ Email account -- forwarding, deactivation

24-hours prior to separation date you must notify UC Davis Postmaster to stop forwarding your campus email account to your department, or to request mail transfer to another department.

If you are an Employee separating from campus but interested in retaining your campus email address, and are eligible, (a UC Davis graduate, retiree, etc.) you may wish to consider an optional and complimentary service that will forward your campus email to an external email address of your choice (e.g., user@yahoo.com). This forwarding service will apply only to new incoming email sent to your campus email address after you registered for the service.

Follow directions at [UC DAVIS Email Forwarding Service](#).

- ❑ Voicemail account
 - a. Reprogram your voice mail with an extended absence greeting, redirecting callers to a main department number.
To record an extended absence greeting access the voicemail system (2-8629) press 4, 3, 2 and follow the prompts.
 - b. Reprogram VM with a new password.
 - c. Provide supervisor with new password.