

Guide for Departmental Liaisons

Exit Checklist for Departing Employees

Name of Employee: _____

Date: _____

Employee is responsible to return the following: (see Departing/Transferring Employee Check-Out Form)	Liaison Actions:	√	N/A
Resignation Letter. To: department payroll liaison.	Copy to Human Resources, file letter		
Keys. To: Access Services; return receipt to home department.	Follow department procedure, if applicable.		
Parking Permit and Gate Card. To: Parking & Transit Services for cancellation of payroll deduction.	Check Bus. Permit if applicable. Inform employee: If they do not cancel by the 10 th of the termination month, they will be billed for one additional month.		
Buff One Card. To: department payroll liaison (with protective sleeve and RTD Eco-Pass sticker), who returns to Buff One office.	Return the card to Buff One office.		
A-Card. To: department payroll liaison, who will cancel and destroy the card and disable Pendragon access if applicable.	Cancel and destroy the card; disable Pendragon access if applicable.		
US Bank Card. To: department payroll liaison, who will cancel and destroy the card.	Cancel and destroy the card.		
Library Materials. To: Library, and pay any fines due.	None		X
Departmental property. Including personnel, payroll, or policy manuals; equipment located off the work-site including computers, software and peripherals; access cards; keys; cellular phones; etc.	Return as appropriate		
Bursar's Office will collect and clear any petty cash funds that are assigned to you and collect any unpaid tuition charges owed the University of Colorado. They may ask that you clear in person.	None		X
Exit Questionnaire (attached). To: department payroll liaison or Human Resources.	Forward to Human Resources, UCB 565, 3100 Marine St., 3rd Floor, (303) 492-6475.		
Service Organizations: Inform committees, etc. of your departure.	None		X

Additional Liaison Actions / Verifications	√	N/A
PeopleSoft HR Termination Action completed		
Final PeopleSoft HR Time Collection completed Signed and approved final monthly timesheet received Signed and approved data overview verifying final leave balances received <ul style="list-style-type: none"> • In case of transfer to another state agency, send original signed copy to Human Resources 		
Final Performance Evaluation completed and filed with Human Resources		
Long distance access code cancelled or billing transferred		
Long distance calling card cancelled or billing transferred		
Notified departmental IT staff to remove employee from e-mail and network access		
System Access Authorizations disabled: SIS / CIW / PSoft HR / PSoft FIN / Other _____		
Final travel documents completed and submitted		
Property returned List: _____		

Liaison Signature: _____ Date: _____

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Additional Information

COBRA

If the employee does not contact PBS until after the 15th of the month of termination, an insurance deduction for the following month will automatically be taken out of their final pay and they will have coverage for the month following termination. In cases where final pay is not sufficient to cover the deduction, they will be billed for the remainder of the employee contribution. (This may not apply if the employee is insured through the State of Colorado, rather than the University).

PERA

Employees that are leaving to become PERA retirees are advised to contact PBS 2-3 months in advance of their effective retirement date to begin the planning process.