



# University of Cincinnati Separation Process

## To Do List

The following To Do List is provided to assist employees and managers when an employee separates his/her employment (by resignation, involuntary separation, retirement, reaching appointment end date or layoff) with the University of Cincinnati. This list may vary depending on the individual's situation.

### Section A – Employee To Do List

<b>Personal</b>		
Done	N/A	
1.		Submit separation ( <a href="#">resignation/retirement letter</a> ) to your supervisor. If retiring, review the <a href="#">Retirement Checklist</a> .
2.		Remove personal items from work areas.
3.		Enter your forwarding address into <a href="#">UC Flex Employee Self Service (ESS)</a> . Provide your forwarding address to units needing it for future contact. If your address changes after leaving employment, please notify the Human Resource Service Center.
4.		International employees should contact the <a href="#">UC International Services</a> to determine if there are other requirements related to their status.
5.		Schedule an Exit Interview with the Human Resources Service Center.
<b>University Property</b>		
6.		Complete the <a href="#">Separation Clearance Form</a> which includes returning university property and meeting outstanding financial obligations.
<b>Records Disposition</b>		
Done	N/A	
7.		Retrieve or delete personal e-mail and non-UC work files/information from your office computer.
8.		Remove any University owned/licensed software loaded/installed on a home computer.
9.		Print any prior pay advices because your Employee Self-Service (ESS) access will be terminated.

### Section B – Manager To Do List

<b>Separation Processing</b>		
Done	N/A	
1.		Acknowledge receipt, in writing, of the employee's <a href="#">resignation/retirement letter</a> and send a copy to the Human Resources Service Center.
2.		Prepare a separation employment action – Personnel Change Request (PCR).
3.		If applicable, arrange for a unit administrator to be given the needed access to assure continued operations for any email, voicemail, administrative database, software application, information system, etc. Also notify UCit of the employee's departure date so data systems access will be terminated.
4.		Contact UC Flex to assist in moving PCR's to new authorized personnel
5.		Send employee personnel records to the Human Resources Service Center.
6.		Notify the Human Resources Service Center of the employee's departure in order to terminate the People Admin account.