

# SEPARATION CHECKLIST for EMPLOYEES

Lewis & Clark

ver. 4/2024

We extend our heartfelt gratitude for your dedicated service to Lewis & Clark College. As you embark on your next journey, we wish you the very best. To facilitate a seamless transition, below is a list of actions and reminders to assist you.

**Please submit a formal notice of resignation or retirement via email to [hr@lclark.edu](mailto:hr@lclark.edu) at least two weeks in advance.** Ensure that your last day of work is clearly stated, reflecting the actual date you'll be working until.

## Return L&C Property to Supervisor

- IT equipment - laptop, cords, cameras, keyboards, mouse...
- Building/Office keys
- L&C ID *\*If you are retiring, you may keep your L&C ID*
- Access card key
- PCard

## Update Technology Accounts

- Provide voicemail PIN code to Supervisor
- Change outgoing phone message
- Set automated message on email
- Share all receipts for PCard transactions with Supervisor
- Transfer relevant L&C Drive & Google drive ownership
- Transfer relevant meetings/calendar events
- Document and transfer all account access outside of Lewis & Clark
- Ensure that professional contacts have been notified and introduced to relevant people
- Share process, procedure, and project lists with Supervisor
- Remove L&C logins from all personal devices and confirm with Supervisor

## Prepare for your Final Pay

- Consider changing your TIAA and/or tax elections if you want your final pay processed differently. Confirm with payroll if changes were made.
- Hourly Staff:** 3 days prior to your last day submit all hours in Workday, including vacation, sick, holiday & time worked. *\*Employees who are eligible for a vacation payout will have their unused vacation hours balance paid out automatically.*

**Personal Information**

- Download W2 & payslips from Workday
- Submit any personal outstanding charges
- Make sure your personal contact is up to date in Workday: address, email
- Transfer any personal documents from computer/drive
- Remove all personal items (physical)

***Please complete an [Exit Survey](#) to assist us in future employment improvements.***