

SEPARATION CHECKLIST FOR STAFF EMPLOYEES

While internal department checklists may be used in addition, this form is the official and required separation checklist for all employees.

Employee Name:	UNM ID:	Personal Phone:
Employee Forwarding Mailing Address:		
Personal Email Address (Optional) :		
Department Name:		Department Phone:

Instructions: For all items that apply, a signature must be obtained by the applicable department designee. If a task does not apply, the Employee or Supervisor must indicate "N/A" and sign in the signature space.

TWO WEEKS BEFORE THE EMPLOYEE'S LAST DAY		LOCATION
Supervisor - Required: Submit EPAF to separate employee.	Supervisor Signature:	N/A
Employee - Return Purchasing Card directly to PCard Office. Branch campus PCard holders must contact the PCard Office for further instructions, pcard@unm.edu .	PCard Office Authorized Signature or Supervisor signature if task not applicable:	1700 Lomas NE Suite 2400
Employee/Supervisor - Contact Inventory Control for a list of equipment checked out to the employee. Return all University equipment to Supervisor.	Inventory Control Authorized Signature or Supervisor signature and Inventory Control confirmation email	1700 Lomas NE Suite 2400
DURING THE LAST TWO WEEKS OF EMPLOYEE'S ASSIGNMENT		
Employee - Visit Payroll office to learn about Retirement contribution options.	Payroll Office Authorized Signature:	1700 Lomas NE Suite 3500
Employee - Are you enrolled in UNM Benefits? Visit https://hr.unm.edu/benefits/termination-of-coverage-cobra	Employee signature confirming completion:	N/A
Employee - Complete optional Exit Survey @ hr.unm.edu/exit-survey	Employee signature confirming completion:	N/A
Employee - Return all items checked out from UNM Libraries (https://www.unm.edu/libraries/) and Interlibrary Loan. Checklist can be signed M-F 8-5 only. Call 505-277-9100 with questions.	Library Authorized Signature:	(Location may vary)
LAST DAY OF EMPLOYEE'S ASSIGNMENT		
Employee - Submit Banner Authorization Requests (BAR) to remove all role access. https://my.unm.edu/	Employee signature confirming completion:	N/A
Supervisor - Approve Employee's BAR in Workflow when their work day is complete.	Supervisor/ signature confirming completion:	N/A
Employee - Contact Safety and Risk Services for Chemical/Biological Agents close-out procedures. If non-applicable, supervisor signature is required.	Employee signature confirming completion or Supervisor signature if task not applicable:	N/A
Employee - Return ID card/s: UNM ID card to LoboCard Office at SUB (Bldg. 60, Room 1077); HSC Badge to Security Badging Office (UNM Hospital, 1 st floor, next to Urgent Care)	Appropriate Department signature or Supervisor signature if task not applicable:	SUB or UNMH
Employee - Return Parking Permit(s) to Parking and Transportation Services. Billing will continue for unreturned permits. Failure to pay may result in collection action.	Parking Services Authorized Signature:	2401 Redondo Drive So. NE
Employee - Return main campus key(s) to Physical Plant Lock Shop (<i>Closed Fridays</i>), and/or return HSC keys to Lock Technologies. <i>If branch campus or division with its own process, the department facilitates key return.</i>	Lock Shop Authorized Signature:	1818 Camino del Servicio, Bldg. 204 or 2425 Camino de Salud, Bldg. 211
Employee - All employees must visit Bursar's Office to verify account balances.	Bursar's Office Authorized Signature:	1700 Lomas NE Suite 1100
FINAL STEPS - Supervisor must identify each university issued item to be returned and deactivated.		
Collect the following items: <input type="checkbox"/> Cell Phone <input type="checkbox"/> Uniforms <input type="checkbox"/> Pager <input type="checkbox"/> Laptop/tablet <input type="checkbox"/> Calling Card <input type="checkbox"/> _____	Deactivate the following items: <input type="checkbox"/> Cell Phone <input type="checkbox"/> Long Distance Code <input type="checkbox"/> Pager <input type="checkbox"/> Voicemail <input type="checkbox"/> Calling Card <input type="checkbox"/> Network Access <input type="checkbox"/> Alarm Code <input type="checkbox"/> _____	Employee Signature: _____ Date: _____
		Supervisor Signature: _____ Date: _____
		Print: _____

Supervisor must return completed form to Payroll via mail, email, or fax.

John & June Perovich Business Center, 1700 Lomas NE, Suite 3500, Albuquerque, NM 87131.
 MSC01 1230. Phone: 505-277-2353. Fax 505-277-9325. Email: pay@unm.edu