

Separation Checklist for Staff Employees

While internal department checklists may be used, this is the official and required checklist for all staff.

Instructions: Signature is required for all items unless item does not apply. In that case, indicate "N/A".

Employee Name:		UNM ID:	
Personal Phone:		Dept. Name:	
Personal Email:		Dept. Phone:	
Forwarding Mail Address:			

Two Weeks Before Last Day	Location	Authorized Signature
Supervisor: Submit separation EPAF.	My.UNM.edu	Supervisor:
Employee: Notify pcard@unm.edu you are leaving and arrange for return of your PCard to the PCard Office.	1700 Lomas NE, Suite 2400	PCard Office:
Employee/Supervisor: Email unminventory@unm.edu for list of equipment checked out to employee. Return equipment to Inventory Control with email list attached.	1700 Lomas NE, Suite 2400	Inventory Control:
Employee: Submit any outstanding Chrome River reimbursements.	My.UNM.edu	Employee:
Employee: Coordinate transition of timekeeper duties and do not remove this BAR role until a new timekeeper/approver is in place.	My.UNM.edu	Employee:

During Last Two Weeks	Location	Authorized Signature
Employee: If you are enrolled in health benefits and interested in continuing them, talk to Benefits about COBRA hr.unm.edu/benefits/termination-of-coverage-cobra .	HR website	Employee:
Employee: Return all items checked out from UNM Libraries and Interlibrary Loan. Visit libanswers.unm.edu and chat, email, or text to begin confirmation process.	Locations vary	Library:

Last Day	Location	Authorized Signature
Employee: Contact Environmental Health and Safety for close-out procedures for chem/bio agents (Tamar Didberidze 505.277.0524) or Waste (Melissa Terry 505.277.1058)	srs.unm.edu	Employee:
Employee: Submit Banner Authorization Requests (BAR) to remove role access.	My.UNM.edu	Employee:
Supervisor: Approve employee's BAR role removal at end of workday.	My.UNM.edu	Supervisor:
Employee/Supervisor: Return campus issued keys to Lock Shop Tues-Thurs.	1839 Lomas Blvd. NE	Lock Shop:
Employee: Return parking permit to Parking and Transportation Services so billing will cease. Failure to pay for incurred billing may result in collection action.	2401 Redondo Dr. NE	Parking & Transportation Services:
Employee/Supervisor: Return UNM ID to LoboCard Office (SUB, Room 1077). Return HSC badge to Security Badging Office (UNM Hospital, next to Urgent Care).	SUB or UNMH	LoboCard/Security Badging Office:
Employee: Visit Bursar's Office to verify or settle account balances.	1700 Lomas NE, Suite 1100	Bursar's Office:
Supervisor: Collect/request deactivation of University issued items: <input type="checkbox"/> Cell Phone <input type="checkbox"/> Alarm Code <input type="checkbox"/> Uniforms <input type="checkbox"/> Pager <input type="checkbox"/> Long Distance Code <input type="checkbox"/> Network Access <input type="checkbox"/> Laptop/Tablet <input type="checkbox"/> Voicemail <input type="checkbox"/> _____		Supervisor's Initials:
Employee: Contact Payroll to learn about retirement contribution options.	1700 Lomas NE, Suite 3500	Payroll:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Print Name: _____ Date: _____

Return to Payroll: pay@unm.edu | Fax: 505.277.9325 | MSC 1230
 or deliver to John & June Perovich Business Center, 1700 Lomas NE, Suite 3500, Albuquerque, NM 87131