

Employee Separation Checklist

This checklist is to assist TCU employees with the procedures prior to leaving the University. Please keep and review the following checklist.

Name: _____ Department: _____

Dept. Manager _____ Hire Date: _____ Resignation Date: _____

Resignation:	Please submit a signed letter of resignation to your supervisor, copying human resources, which reflects your last day of employment.
Exit Interview:	You can contact Human Resources at ext. 7790 if you wish to schedule an exit interview.

It is your responsibility to return any TCU property prior to leaving. You may be subject to collection processes if any debts are not paid or any of the following is not returned:

ID Card/Parking Permit:	Please return you TCU ID Card to your immediate supervisor on your last day.
Uniforms and Tools:	Return your uniform, tools and any other TCU equipment to your immediate supervisor.
Access/Keys:	Please turn in any university keys to your immediate supervisor prior to your last day.
Technology:	Employee must return University technology (laptop, tablet, etc.) to immediate supervisor prior to last day & provide security code to access
Purchasing Card	Contact Roger Fuller, Purchasing Agent at 817-257-7199 to return your purchasing card.
Library Materials:	Return all checked out media to the library prior to termination.

Additional Miscellaneous Tasks:

Work Area:	Ensure your work area/desk is cleared of all personal belongings. TCU is not responsible for any items left behind.
Email:	Prior to your last day, consult with your supervisor about setup of an auto-reply email alerting people of your last day with the university and alternate contacts for your department.
Pending Assignments:	Should you have any assignments or projects pending completion, please ensure that your supervisor is aware so as to avoid any missed deadlines. Provide your supervisor any passwords to secured files and departmental accounts.
Final Time/Pay Sheet:	Ensure that your final time/pay sheet is turned in to your immediate supervisor prior to your departure.

Final Paycheck/Vacation:	Your final paycheck will be paid on the next pay period following your exit. Your remaining vacation balance will be paid out the pay period following your final paycheck.
W-2 Paperless Employee:	Go to https://www.Paperlessemployee.com/tcu and verify/save your login information to obtain the W2 for the next tax year.
Accounts Payable:	Make sure all requests for reimbursement are turned in prior to last day.
Correspondence, Emails and Access:	Forward any relevant emails and/or correspondence to immediate supervisor's attention. Access to your email and my.tcu.edu will terminate at midnight on your last day so please set-up an auto reply with last day of employment. Work with your supervisor to move necessary files from your personal drive to a shared location for future
Memberships:	Please cancel or transfer any memberships or committees you currently participate in.
Insurance Expiration/COBRA Enrollment:	Your insurance will expire at the end of the month following your end date. Should you need insurance coverage after your departure, you will have an election period to enroll in COBRA. Contact the Benefits Team for assistance.
Tuition Assistance/Tax Implications:	If you or your dependents are utilizing the Tuition Assistance program, please review the policy regarding possible re-payment of tuition and/or graduate tax implications. Please review University Policy 6.005 for more details.
Retirement Accounts:	If you have retirement accounts through the University, please contact vendor directly to discuss rollover options. (see attached list)
Additional Information and Resources:	TCU Human Resources is always available to answer any additional questions you may have. You can contact us at 817-257-7790 or via email at askhr@tcu.edu .