

## IMS EMPLOYEE SEPARATION CHECKLIST

Prior to employee separation, departing employees should complete the checklist below, review it with their IMS supervisor, and then submit it to the IMS administrative team.

EMPLOYEE ACTIONS TO BE COMPLETED BY LAST WORKING DAY	
<input type="checkbox"/>	Notify direct supervisor and IMS administrative team of reason for separation and separation date.
<input type="checkbox"/>	Complete the UConn Human Resources Employee Separation Checklists. <a href="#">UConn Human Resources Employee Separation Checklists</a>
<input type="checkbox"/>	Verify and update address in Core-CT. This address will be used for mailing final paystub, W-2, and COBRA notices as applicable by the University.
<input type="checkbox"/>	Provide forwarding mail and email addresses to IMS administrative team: Non-UConn Email Address: _____ Non-UConn Mailing Address: _____
<input type="checkbox"/>	Notify IMS Building Manager, Josh Strecker ( <a href="mailto:joshua.strecker@uconn.edu">joshua.strecker@uconn.edu</a> ) to remove Science 1 swipe card access.
<input type="checkbox"/>	Return all keys to locksmith services.
<input type="checkbox"/>	Return all IMS equipment, books, and supplies.
<input type="checkbox"/>	Remove all personal items from work areas. Office Room Number(s): _____
<input type="checkbox"/>	Properly label and store or dispose of all laboratory substances and/or samples used in your research. Laboratory Room Number(s) Used for Research: _____
<input type="checkbox"/>	Discuss the status of your work assignments, research data/records, and any other pertinent information with your supervisor.
EMPLOYEE ATTESTATION	
<input type="checkbox"/>	<i>I attest that I have completed this checklist in good faith and have complied with all the tasks herein.</i>
Name:	Employee ID #:
Signature:	Date:
SUPERVISOR ATTESTATION	
<input type="checkbox"/>	<i>I attest that I have reviewed this checklist with my supervisee, they have completed the items listed in good faith, and have complied with all the tasks herein.</i>
Name:	Contact Email Address:
Signature:	Date: