

EMPLOYEE SEPARATION CHECKLIST

This checklist is to assist employees who are separating from the University. Departments may have additional tasks that will need to be completed by the employee. It is recommended to check in with your supervisor to ensure all steps are completed.

PRIOR TO LAST DAY

- Submit resignation letter with date (Please note if transferring to another state agency)
A two weeks' notice is considered an appropriate notice for future rehire status with the University
- Consider impact to benefits and retirement
- Confirm that all time off requests have been submitted and approved. In addition, complete any remaining leave certifications in your myLSU
- Submit time entries in Workday, if applicable

LAST DAY

- Return all University property to your department: uniforms, computer, tools, cell phone, radio, etc.
- Return all keys to department
- Return LaCarte Card to department or Accounts Payable and Travel
- Return LSU parking tag and wand to the Office of Parking Traffic, and Transportation
Failure to do so results in charge of wand and parking tag monthly fee
- Remove all personal belongings from office
- Ensure updated address is on file in Workday as the current year's W-2 will be available through your Workday account or mailed
- Upon voluntary resignation, complete exit interview in Workday

ADDITIONAL INFORMATION

- Any outstanding pay (including leave payouts) will be issued on the regular wage cycle
- If transferring to another state agency, leave balances will transfer and will not be paid out
- Benefits will end on the last day of the month of separation
- Upon voluntary resignation, email will be active for 30 days (If terminated for cause, email will be deactivated at termination)