



## Employee Separation Checklist

Personal Information		
Last Name:	First Name:	Middle:
USC ID:	Job Title:	
Department:	Supervisor:	
USC Phone No.:	USC Email:	
Personal Email ( <b>Note:</b> Only used for official university correspondence):		
Separation Date ( <b>Note:</b> The last day worked is the effective separation date):		
Employee Responsibilities		
<p>This checklist is designed to help you with the separation process. Please follow the steps below and indicate the date each task is completed.</p>		
Employee Action:	Date Completed:	
1. Submit a letter of resignation to your manager/supervisor at least two weeks prior to your last date of work. Send a copy of the resignation letter to the Employee Relations Office at <a href="mailto:uscer@mailbox.sc.edu">uscer@mailbox.sc.edu</a> or 1600 Hampton Street, Columbia, SC 29208.		
2. Are you transferring to another USC department? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If you are transferring to another USC department, please provide the following information: <ul style="list-style-type: none"> <li>a. New Department's Name: _____</li> <li>b. New Supervisor's Name: _____</li> <li>c. Start Date in New Position: _____</li> </ul>		
3. Are you transferring to another state agency? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, please provide the new agency name: _____		
4. Update your personal information on <a href="#">VIP</a> . <b>Note:</b> Final paycheck (if not direct deposited) and W-2 form (when available) will be sent to the address listed in VIP.		
5. Go to the <a href="#">PEBA website</a> to learn how your benefits are affected. <b>Note:</b> If you are transferring directly to another benefits eligible position, you do not need to take action regarding benefits.		
6. Update your outgoing email messages through the USC Microsoft Outlook system and set up an automatic reply message that includes a notification of your separation. The standard message should include your date of separation and who to contact for assistance including a phone number and email address.		
7. Update your outgoing voicemail message. The standard message should include your date of separation and who to contact for assistance including a phone number and an email address.		
8. Move work files located on your local computer drive to a shared, network drive.		
9. Contact the CarolinaCard Office at 803-777-1708 to disable your CarolinaCard. If you are transferring directly to another USC department, contact the CarolinaCard Office to update all related information.		
10. Visit Parking Services at the Pendleton Street Parking Garage to deactivate and return your parking pass. If you are transferring directly to another USC department, contact Parking Services to update all related information and/or obtain a new parking pass (if required for your new department).		
11. Contact the Payroll Department at 803-777-4227 to discontinue automatic withdraws for any parking fees. If you are transferring to another USC department, contact the Payroll Department to update automatic withdraws for university parking fees (if required for your new department).		

<p>12. Return all USC owned items and materials to your supervisor unless otherwise indicated below. These items may include, but are not limited to the following:</p> <p><input type="checkbox"/> Carolina Card – Please return to the Carolina Card Office, located on the bottom floor of the Russell House</p> <p><input type="checkbox"/> Parking pass – Please return to Parking Services, located at the Pendleton Garage</p> <p><input type="checkbox"/> Keys</p> <p><input type="checkbox"/> USC issued cell phone – Please provide the cell phone number: _____</p> <p><input type="checkbox"/> USC issued pager</p> <p><input type="checkbox"/> USC issued purchasing/credit card – Please provide last 4 digits of the credit card: _____</p> <p><input type="checkbox"/> USC issued laptop – Please provide the laptop identification number: _____</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Other: _____</p>	
<p>13. Complete any iTAMS entries and submit them for approval.</p>	
<p>14. Remove your most recent annual leave balance in <a href="#">VIP</a>. <b>Note:</b> If you are leaving state employment, you will be paid for up to 45 days of accrued annual leave. Nonexempt employees will also be paid for unused compensatory (comp) time. Accrued sick leave <u>is not</u> paid upon separation. If you are transferring to another state agency, or department within USC, you do not need to take any action related to your annual or sick leave.</p>	
<p>15. Complete the Exit Interview online. A link to the questionnaire is provided to you by the Employee Relations Office, requires a password and is voluntary to complete.</p>	
<p>16. Return this completed Employee Separation Checklist to your department's HR representative:</p> <p style="text-align: center;">by _____</p>	