



## Separating Employee Checklist

### Separating employees must complete the following:

- Update address in Firefly/Employee Self Service (<http://firefly.nebraska.edu>) to ensure you receive your final W-2 form and benefits information or you can contact Human Resources 865-8522 to do so.
- Exit Interviews/surveys (verbal and/or written) are offered to each employee. You will be contacted via email once your employee checkout is complete, with a link to the exit survey. Instructions will be included if you choose to meet with someone in person.
- Keys must be turned in to the Facilities Department, separating employees are required to turn in all building / departmental keys (building, office, file cabinets). Call 865-1800 to make arrangements.
- Any property noted in ESS (Objects on Loan) should be returned along with any UNK equipment in your possession like a cell phone, computing equipment, camera etc.
- University ID card must be turned in to the Human Resources Office. ***Loper Dollars must be used prior to the last day of employment. (Except for Retirees.)***
- Parking permit – return to Parking Services for possible partial refund.
- Turn in travel or Procurement Cards to Procurement & Payment Services.
- Separating employees must contact Robin Harding at (308) 627-5355 or [hardingr@unk.edu](mailto:hardingr@unk.edu) regarding hazardous materials prior to the last working day.
- Your University email access ends immediately following your last day of employment and all content from your “@unk.edu” will be deleted, unless you have a subsequent active appointment or emeritus status.
- Review, purge, and transfer files. Access ends immediately following your last day of employment, unless you have a subsequent active appointment or emeritus status. You may want to consider other cloud storage solutions with an account tied to your personal email address.
- Your OneDrive account is your personal University storage area and will be deleted at end of business day on your last day of employment. As a result, any OneDrive file that you may have shared as a link to other University users will no longer be available. If you have documents in your OneDrive that are needed by University staff, upload those documents to the appropriate SharePoint site or download a copy of the OneDrive file (not a link) and email to the appropriate person.
- Any Qualtrics survey that you are an owner of and is for department use should be transferred to a new owner. If you have any questions, contact [digitallearning@unk.edu](mailto:digitallearning@unk.edu)
- All records that you created in the course of your employment are property of the University of Nebraska at Kearney. Please review the records retention policy at <https://nebraska.edu/offices-policies/policies>. (Retention schedules are at the bottom)
- Separating employees should update their voice mail message to advise callers of their status and a number to call for assistance.