Separation Checklist

Pay any outstanding debts to appropriate campus units including parking violations, tuition expenses, etc. If any debts remain outstanding after employment has ended, these debts may be deducted from the final payout.

Schedule Exit Interview with Human Resources (**Voluntary Separations ONLY**)

Return all University Library materials and reconcile any outstanding fines and fees.

Return all University property

    Uniforms

    P-cards

    Laptop/computers/iPads

        • This includes Laptops with the power adapter, docking stations, monitors, wireless keyboard\mouse, desktops with a keyboard and mouse, and tablets with a power adapter (iPads, Microsoft Surfaces)

    Lab equipment

    Other _____

Keys

    Desk

    File

    Department

    Other _____

Give any incomplete projects to supervisor

Return your Rocket ID Card to supervisor

Provide all relevant work-related files stored on your desktop and/or OneDrive to your manager. Microsoft Teams or department Z drives can be utilized for this purpose.

Account and Email Information:

- Related to access to your Utoledo email account. If you are retiring (with at least 10 years of service at the University) or an Alumni of The University of Toledo, you will have access to your Utoledo email account. If you are retiring and you're not an Alumni or retiring with less than 10 years of service, you won't have access to your Utoledo email account, and this includes your contacts.
- The University reserves the right to remove and not reinstate your mailbox if your UTAD password is not kept up-to-date and has expired. Because logging into your mailbox requires your UTAD user ID and password, UT assumes that you are no longer using your mailbox if you don't change your password.
- You won't have access to your Utoledo Microsoft Office 365 account. This includes Word, PowerPoint, Excel, Teams, One Drive, etc.
- You won't have access to Utoledo Adobe Applications (Adobe Acrobat, Adobe Creative Cloud, etc.)
- Your UTAD account will continue to work at myut.utoledo.edu but you will only have access to your paystubs, W-2, tax forms, etc.