

Transfer/Termination Checklist Employee Responsibilities

It is your responsibility as the departing employee to complete the following:

Completion of the items on this timeline will make your transfer/termination go much smoother.

30 days or more prior to your last day of work or as soon as you know you will be leaving:

- Check with your HR Unit Rep to complete the termination transaction process.
- Go to the Self Service / FO Web Applications Page <http://hris.uiowa.edu> to make the necessary changes to your address so that your W-2 tax form can be mailed to the appropriate place; update your direct deposit information if necessary.
- Contact a Benefits representative regarding access to your retirement funds.
- Verify with your department that any disposition of research equipment, data or funding has been arranged in compliance with the funding agency's regulations and University policy.

7 days prior to your termination, last day of work, or as soon as you know you will be leaving:

- Provide a forwarding address to your supervisor and make the appropriate changes at the Self Service site.
- Contact your Human Resources Office to schedule an exit survey or interview. Please assist The University of Iowa to continue to be an employer of choice.
- If you have an active merit application, contact [Employment Services](#) to update your status.
- Disability - If you have received equipment/furnishings accommodations, the accommodation is to stay in the department unless other arrangements including financial reimbursement, if needed, are made with the University.
- Submit final time record to Payroll.

Benefits FYIs

- Your health and dental insurance will be terminated at the end of the month in which you terminate your employment. When the Benefits Office receives notification of your termination, you will be sent information on applying for a temporary extension of the plans in which you were participating. If you are relocating and want to continue your insurance, you should go to the Benefits Office and complete the paperwork before you leave.
- Your life insurance will terminate at the end of the month in which you terminate employment. You have the right to purchase a conversion plan for life insurance, but you must apply within 30 days of your termination date.
- You will automatically be paid for any unused vacation approximately one month after termination.
- Any unused sick leave is lost unless eligible for payment under the rules of retirement.

Flexible Spending Accounts

Dependent Care – All services must have occurred by December 31. Any funds not claimed by April 30 of the following year will be forfeited.

Health Care – If you terminate employment during the year, expenses must be incurred by the end of the month in which you terminate to be eligible for reimbursement. You have until April of the following year to submit any claims for services incurred prior to your termination date. All funds remaining after April of the following year are forfeited to the University. Please remember that you can only be reimbursed up to the amount in your account of your last regular paycheck.

**Transfer/Termination Checklist
(Employee Responsibilities continued)**

Foreign Nationals

Foreign nationals in an employment-based nonimmigrant status and those in the process of obtaining employment-based permanent residency may contact Immigration Services at 335-1167 to obtain information regarding their immigration status upon termination of employment with The University of Iowa.

It is your responsibility as the departing employee to complete the following on or before your last day of employment:

University/Departmental Property Clearance

- University of Iowa ID card privileges end with your termination date unless you are a retiree. Ask your HR Unit Representative about what to do with your ID card.
- Return procurement card, corporate American Express Travel Card and/or Corporate Visa travel card to supervisor.
- Remove personal items from work area.
- Return uniforms (if applicable).
- Return all University property: cell phones, pagers, radios, and/or computers, and tools to your department.
- Return all library and departmental materials, books, and manuals to the applicable location.
- Return all University software to your department.
- Return all keys for offices, buildings, labs, and/or other access codes or cards to your department.
- Confirm with your department the disposition of any research equipment, data, or funds according to funding agency regulations and University policy.

Other –Specific to your department:

Information Technologies Services

- Purge all old e-mail messages or transfer to disk or CD.
- Clear voicemail password and voicemail messages.
- Leave forwarding email address if applicable.
- Clear personal computer files from hard drive and/or servers.
- Provide location and access to all work related files to your supervisor.
- Your department will revoke your access to computer networks, systems, email, and passwords. If terminating, the Self-Service site will remain available provided your password is kept current. If access is denied, follow “Sign-in-Help instructions on the site.

<https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/>

Other:

Parking & Transportation Permits, Access Cards and Keys

- Return your personal parking hang tag and access card to University Parking.
- Return your bus pass to University Parking.
- Return departmental parking placard (Departmental Business, Service or Pentacrest placard) with access card to supervisor.
- Return University vehicle keys to your department.
- If transferring, contact Parking regarding location changes.

Other:
