

EMPLOYEE SEPARATION CHECKLIST (FOR THE EMPLOYEE)

Did you accept a job with another organization? Are you moving out of the area? Are you retiring from George Mason University? If you are ending your employment with us for any reason, please follow this detailed checklist to ensure a smooth transition and to provide for the continuation of any benefits you may need. If you are retiring from the university, please schedule an appointment with your Benefits Administrator as soon as possible.

- You must submit a letter of resignation to formally resign from the University. Please provide as much notice as possible; however a minimum of two weeks' notice is requested. One month's notice is expected for a manager/supervisor.

- Note:** If you are currently on direct deposit, it will continue through your last regular pay check and for any leave payouts.

- If you are moving, or plan to move before the end of the calendar year, please access Employee Self Service to update your permanent address. Remember – this is the address where your leave payout and your W-2 will be mailed.

- If applicable, please contact your Benefits Administrator to discuss any outstanding benefits issues including extending your health insurance coverage (COBRA), life insurance, Tax Shelters, and retirement accounts.

- After you separate, you may access your George Mason W-2 information on the Patriot Web. To help protect yourself against identity theft, please continue to manage your Employee Self-Service password by changing it frequently and choosing very strong passwords. See more about your password at Patriot Pass (password.gmu.edu).

ON YOUR FINAL DAY OF EMPLOYMENT

- Resolve all outstanding financial obligations with the University (parking fines, library fines, student accounts, etc.).
- Return your parking pass to the Parking Department to ensure you are not billed for it after your separation.
- Return any library materials
- Return all University property to your supervisor or departmental HR Liaison. Have your supervisor or HR Liaison complete the Employee Separation Property Clearance Checklist, itemize applicable items, and sign the statement of receipt. Keep a copy of this receipt for your records.