



# Human Resources

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

## Check Out Reminders

To be used by employees who resign or retire from UCCS and their supervisors

Please do not submit completed checklist to HR.

Employee Name: \_\_\_\_\_

Last Day of Work: \_\_\_\_\_

### EMPLOYEE RESPONSIBILITIES: (complete before last day of work)

Complete	Action Items
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Provide a letter of resignation/retirement to your supervisor

Discuss the checkout procedure with your supervisor

Review the Employee Separation FAQ page for information on your last pay check, benefit, etc.  
<https://hr.uccs.edu/business-partners/employee-transactions/employee-separation/leaving-uccs>

Enter any upcoming leave into MyLeave

Return library materials, close account, and pay any fees at the Library Circulation Center 2nd Floor

Return credit card, travel card, and keys to supervisor

Return borrowed IT equipment to IT in the El Pomar Center 1st Floor

Contact the UCCS Controller's Office via email at [acctfinc@uccs.edu](mailto:acctfinc@uccs.edu) to close out any accounting obligations such as fiscal roles that require termination, Petty Cash Custodian commitment, and to review ePERS certification requirements if you have been paid from a grant

Resolve and submit all outstanding P-card and Travel Card transactions in Concur

If you will be moving, update your address through myUCCS Portal under Employee Profile in order to receive your W-2 in January

Call Employee Services (855-216-7740, option #3) to resolve any insurance and/or retirement issues

Print Pay stubs if you would like them for future reference

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**SUPERVISOR RESPONSIBILITIES: (complete before last day of work)**

Complete	Action Items
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Submit employee's original resignation/retirement letter to HR and retain a copy for department records. If the last day work changes, please contact HR immediately to ensure correct final payment is issued.

Submit Employee Separation Form via Cherwell

For Classified Staff Only: Supervisor signs the Resignation Acknowledgement and submit to HR with the employee's resignation notice

Obtain and destroy any P-cards or travel cards. Determine need for delegate to process existing transactions. More info can be found here: <https://www.cu.edu/blog/psc-communicator/terminated-employees-unsubmitted-transactions-concur>

Create a Termination transaction in HCM. The comment box should have any calculated vacation and sick balances and notification of any time off requested for the current month entered into it and the resignation letter must be attached. Please call HR at 719-255-3372 if you need help calculating time balances.

Obtain department specific property, e.g., equipment located off the work-site like computers, software and peripherals; access cards; keys; cellular phones; etc.

For Classified Staff Only: Complete a close out evaluation