

Separation Checklist for Employees

Use this checklist to help ensure all required separation tasks are completed before your last day of employment. Complete only the items that apply. Please note that your department may have additional separation requirements that must also be completed.

☐ **Submit Notification of Resignation to Manager**

- Notification format recommended as email or Word document. Include what will be your last day of employment.
- Utilize the Resignation tool in [Employee Self-Service](#) if separation is more than 15 days in the future.

☐ **Offboarding Activities and Tasks**

- The separating employee and their manager will receive a notification to complete tasks and activities in the **UTHealth Houston Offboarding Guide** in PeopleSoft when the PASS transaction is approved. Only separating employees who are still active will receive the notification.
- Update contact information, submit final expense reimbursements, update direct deposit information, etc.

☐ **Submit Final Timesheet**

- Ensure final timesheets are submitted for approval.
- Review the timesheets prior to the final period to ensure no timesheets are left outstanding. For questions, please contact your manager.

☐ **Benefits Inquiries**

- Refer to the [Office of Benefits](#) website for detailed information on benefits upon separation from the university, including health benefits, unused sick and vacation time, and retirement programs.
- For questions, please contact the Office of Benefits by phone at 713-500-3935 or email at benefits@uth.tmc.edu.

☐ **Transferring to another state agency**

- Employees transferring to another state agency with no break in service may have their accrued vacation* and sick leave balances transferred. It is the employee's responsibility to communicate with all appropriate agencies.
- **Employees may only have vacation balances transferred to another state agency if the state agency accepts vacation balance transfers.*
- Employees must request the transfer of prior state service credit, leave balances, benefit replacement pay, and/or retirement information. To initiate the transfer, the employee will work directly with the Human Resources or Benefits

Department of the *new* state agency and provide the following contact information for coordination: priorstateservice@uth.tmc.edu.

☐ **Return University Property and Protected Health Information (PHI)**

- Return all university-issued items no later than the last working day, including keys, badges, corporate travel cards, Buy Cards, computers, computer cords, and any other equipment.
- If applicable, certify that you have returned or destroyed any protected health information (PHI) in your possession (e.g., at home, in a vehicle, bag, or on a computer) in accordance with policy.

☐ **Parking and Mobility Programs**

- Employees who have contracted parking should contact the appropriate office to request cancellation of their parking. Timely notifications help ensure parking is canceled effective the month you last actively park on campus and help avoid continued charges or retroactive cancellations. If you are unsure who your department parking coordinator is, please contact your department administrator.
 - **UTHealth Houston Parking:** If your parking is managed through UTHealth Houston, contact Parking Services at Parking@uth.tmc.edu or call 713-500-3405 regarding cancellation of your parking assignment. For additional information, please visit the Parking Services [website](#).
 - **Texas Medical Center (TMC) Parking:** TMC Parking does not automatically terminate upon separation from UTHealth Houston. If you have a TMC Parking Contract, notify your department parking coordinator as soon as possible of your last day utilizing your parking assignment. If you established your own TMC Parking contract or need additional information regarding TMC Parking Services, please visit the [TMC Parking website](#)
 - **Mobility Program:** To cancel the Mobility Program, contact the Mobility Program Coordinator at Mobility@uth.tmc.edu or call 713-500-3652. For more information, you may also visit the [Mobility Program Resources website](#). If your parking is not established with UTHealth or TMC, please contact your department administrator.