

Employee Separation Checklist

Employee Name University ID Last Day of Work

ACTION	DATE COMPLETED
Once you have decided to leave the University, please provide at least 2 weeks notice, in writing, to your immediate supervisor.	
To ensure that you will be paid on time, please complete your timesheet or leave report in DrexelOne. If you have issues with reporting time, please contact the Payroll Department immediately at payroll@drexel.edu for assistance.	
Please note that your health insurance benefits will end on the last day of the month and that COBRA information will be automatically sent to the home address on file. If you have any questions regarding COBRA benefits, please contact the Benefits Service Center at 1-888-971-0101.	
Please check DrexelOne to verify that your correct home address is on file. If you need to update your address, please email hris@drexel.edu with your University ID and updated address.	
You will need to reconcile any outstanding expenses and submit the documentation to the appropriate person in your department.	
Return office keys to your immediate supervisor.	
Return ID card to Human Resources	
Return purchasing card to immediate supervisor	
Return laptop computer	
Return cell phone	
Return parking pass to the Parking Department at the General Services Building (34th & Market Sts, Philadelphia, PA 19104)	
Return any additional University property in your possession.	
Please complete the Voluntary Online Exit Survey . If you would like to schedule a face-to-face interview, please contact your HR Business Partner .	
Other <input type="text"/>	
Electronic Signature <input type="text"/>	

