

<b>Employee Information</b>	
Employee Name:	
Did you submit a resignation letter or inform your supervisor you will be leaving? <input type="checkbox"/> Completed	
What is your planned last working day? _ _ - _ _ - _ _ _ _	
Leave Payout (Annual Leave) Do you want to be paid your annual leave as a lump sum or would you like to exhaust your leave by remaining on payroll? You <b>MUST</b> inform your supervisor of your choice <b>Exhausting leave will not extend coverage of insurance.</b>	<input type="checkbox"/> Lump Sum <input type="checkbox"/> Exhaust <input type="checkbox"/> Not Leave Eligible  <input type="checkbox"/> Completed
<b>Benefits</b>	
1. Benefit Premiums Paid: Contact WVU Shared Services at (304) 293-6006	<input type="checkbox"/> Completed
2. Retirement Accounts: Contact TIAA for Options at (800) 842-2776	<input type="checkbox"/> Completed
3. COBRA: Review <a href="#">Benefits and COBRA</a>	<input type="checkbox"/> Completed
<b>Other</b>	
4. Turn in parking access card, hang tag and sticker to parking office	<input type="checkbox"/> Completed
5. Remove voicemail from office phone	<input type="checkbox"/> Completed
6. Clear Office of personal items	<input type="checkbox"/> Completed
7. Turn in University property to your supervisor (computer, laptop, iPad, CD's, flash drive, books, etc.)	<input type="checkbox"/> Completed
8. Turn in ID card to your supervisor	<input type="checkbox"/> Completed
9. Turn in keys to your supervisor (office, building, lockbox, vehicle)	<input type="checkbox"/> Completed
10. Turn in peripherals (Duo FOB, digital cameras, etc.) to your supervisor	<input type="checkbox"/> Completed
11. Turn in P-Card/Fleet Card to your supervisor	<input type="checkbox"/> Completed
12. Address Update: Login to <a href="#">WVU Portal</a>	<input type="checkbox"/> Completed