



ONLINE

# Employee Separation Checklist

Employee Name

University ID

Last Day of Work

ACTION	DATE COMPLETED
Once you have decided to leave Drexel University Online, please provide at least 2 weeks notice, in writing, to your immediate supervisor.	<input type="text"/>
To ensure that you will be paid on time, please complete your timesheet or leave report. If you have issues with reporting time, please contact the Payroll Department immediately for assistance.	<input type="text"/>
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.	<input type="text"/>
You will need to reconcile any outstanding expenses and submit the documentation to the appropriate person in your department.	<input type="text"/>
Return office keys to your immediate supervisor.	<input type="text"/>
Return ID cards (API and DragonCard) to your supervisor.	<input type="text"/>
Return purchasing card to immediate supervisor.	<input type="text"/>
Laptop computer or mobile device recovered.	<input type="text"/>
Cell phone, mobile wireless router, external hard drive, camera, video recorder, etc. recovered.	<input type="text"/>
Return parking pass to the Parking Department at the General Services Building (34th & Market Sts, Philadelphia, PA 19104)	<input type="text"/>
Return any additional University property in your possession.	<input type="text"/>
Please send an alternate email address (other than Drexel email) to <a href="mailto:exitinterview@drexel.edu">exitinterview@drexel.edu</a> for the exit interview survey link or request a face-to-face interview with your HR Business Partner.	<input type="text"/>
Other <input type="text"/>	<input type="text"/>
Electronic Signature <input type="text"/>	<input type="text"/>