



Separation Checklist for Employees

SEPARATING EMPLOYEE INFORMATION			
Employee Name:		Last day worked:	
Department/School:		Last day on payroll:	

EMPLOYEE CHECKLIST	
To Do In Advance Of Separation Date:	Notes:
<input type="checkbox"/> Submit notification of resignation to manager	<ul style="list-style-type: none"> Notification format recommended as email or word document Include what will be your last day of employment at UTHealth Utilize the offboarding portal if separation is more than 15 days in the future Employee Self Service
<input type="checkbox"/> Update Contact Information in Self Service	Update mailing address, telephone and personal email in Self Service to ensure receipt of communications such as Final Pay, W-2 Annual Statement of Earnings, Benefits and Exit Interview Survey
<input type="checkbox"/> Submit Final Timesheet	For questions, please contact your manager.
<input type="checkbox"/> Benefit Inquiries	<p>For Benefit Questions:</p> <ul style="list-style-type: none"> Call: 713-500-3935 Email: benefits@uth.tmc.edu Visit: Benefits Website <p>Donating Unused Sick Time:</p> <ul style="list-style-type: none"> Log into Employee Self-Service, navigate to Leave, and click on Manage Leave Pools. You can donate to the Sick Leave Pool or the Family Leave Pool. Alternatively, complete the Sick Leave Pool or Family Leave Pool donation form and submit it to your department administrator.
<input type="checkbox"/> Return UTHealth assets	Turn in keys, badge, and all university-issued property (keys, tools, computer, laptop, phone, USB, wireless devices, etc.)
<input type="checkbox"/> Return or Destroy PHI	Certify that you have returned or destroyed any protected health information in your possession either in physical form or electronic.
<input type="checkbox"/> Direct Transfers to Another Texas State Agency	For those employees transferring to another Texas state agency, vacation and sick leave accruals will transfer. To facilitate this process, please make sure to coordinate with your new state agency to obtain the Prior State Service Form. Once you have the form, kindly send it to the HR Employee Services team at priorstateservice@uth.tmc.edu .
<input type="checkbox"/> Cancel Parking and Mobility Program Note: If you are unclear on how to cancel parking, please contact your department administrator	<ul style="list-style-type: none"> For contact information regarding UTHealth Parking garages, please visit their site or email them parking@uth.tmc.edu. Or call 713-5004472 To cancel TMC Parking, please contact your department representative. If you set up your own TMC Parking contract, please visit the TMC Parking site To cancel Auxiliary Enterprises, Mobility Program: visit the Mobility website or email Mobility@uth.tmc.edu for contact information.

<input type="checkbox"/>	Complete Exit Interview Survey:	<p>As you leave your position at UTHealth, we recognize you have a unique perspective on the UTHealth work environment here. We value your opinion and encourage you to participate in the UTHealth Exit Interview survey.</p> <p>Your individual response will remain confidential and anonymous and will not be shared with supervisors, managers, or departments. The results of your survey will be pooled for analysis with those of other departing UTHealth employees.</p> <p>To speak to someone regarding your experience at UTHealth, please answer yes at the end of the survey or send an email to hremployeerelations@uth.tmc.edu. A summary of your survey will be sent to Employee Relations.</p> <p>Note: Applicable for all with the exception of casual and student employees</p> <p>Faculty are encouraged to schedule an exit interview with the appropriate administrative office in your school.</p>
<input type="checkbox"/>	Former Employee Portal	Access to UTH Former Employee Portal https://formerstaff.uth.edu/sspr/private/login You will be able to download and print past earnings statements, W2, 1095 forms, and can update contact information such as address and phone number changes.

Resources for Employee

Portal Access: Helpdesk@uth.tmc.edu or (713) 486-4848

Employee Relations: hremployeerelations@uth.tmc.edu or (713) 500-3180

Payroll: payroll@uth.tmc.edu or (713) 500-3962

Benefits: benefits@uth.tmc.edu or (713) 500-3935

System Data Resources: sdr@uth.tmc.edu or (713) 500-3530