



## Resigning/Retiring Employee Exit Checklist

Name		Department	
ID#		Separation Date	
New Address			
New Phone			

In order to leave Fort Lewis College in good standing and to clear all obligations, it is necessary for all Employees to complete the following tasks and/or obtain clearances from the departments listed below. ***Separation clearance should begin at least two weeks prior to the effective date of separation.***

**Please complete the following and obtain signatures as needed before leaving:**

\_\_\_ Provide a signed, written letter of resignation to your supervisor and copy for Human Resources. Your separation date will be your last day to work. (Be aware that no annual leave will be approved in the two weeks prior to your last day on the job.)

\_\_\_ Schedule Exit Interview with Human Resources (ext. 7428)

Clearance Required	Departmental Signature
<b>Accounts Receivable</b> Accounting Office Berndt Hall, 140	
<b>Library</b> Reed Library	
<b>Departmental Clearance</b> Items that should be returned or cleared through your home department include: cell phones, laptops, other IT issued equipment, any departmentally issued property, etc.  These items should be returned to your home department.	
<b>Keys</b> Physical Plant Services Physical Plant	
<b>College ID, P-Card, Travel Card, Parking Decal</b> Office of Human Resources Berndt Hall, 210	

*I understand that a resignation or retirement is a voluntary separation from employment with Fort Lewis College initiated by the employee. I may have rights to continued benefits as outlined in the relevant employee handbook ([www.fortlewis.edu/humanresources/Home.aspx](http://www.fortlewis.edu/humanresources/Home.aspx) , under the "Resources" tab).*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

### **Human Resources Exit Interview**

- ☒ HR will mail COBRA notice and information for Faculty/Exempt. Benefits Solver will issue classified COBRA paperwork. Health insurance will end on \_\_\_\_\_.
- ☒ HR provided information contact sheet for: continuation of optional benefits and retirement plan contacts.
- ☒ Disposition of final check will be paid on \_\_\_\_\_ via:  
☒ Direct Deposit                      ☐ Hand issued check
- ☒ Final pay will include: \_\_\_\_\_ Hours of **Annual Leave Pay Out** plus/minus use/accrual  
\_\_\_\_\_ Hours of **Sick Leave Pay Out** (only if retiring).
- ☐ Faculty-leave does not apply

### **Reason for Separation**

- A. Lack of Work
- End of contract, no renewal ☐
  - Funding reduction ☐
  - Lay off ☐
- B. Discharged (Attach copy of discharge letter, if available)
- At Will termination ☐
  - Discharge of Classified Staff
    - a. Probationary ☐
    - b. Certified ☐
    - c. Exhausted paid leave ☐
  - Non-Renewal of Tenure Track Contract ☐
  - Other: ☐
- C. Quit or Resigned
- Dissatisfied with job ☐
  - For another job ☐
    - a. What company? \_\_\_\_\_
    - b. When does new job start? \_\_\_\_\_
  - Refused to accept transfer to another position ☐
  - Absent- did not return to work ☐
  - Family Obligation ☐
  - Medical reason ☐
  - Personal (or to move) ☐
  - To attend school ☐
  - Retirement ☐
  - Transfer within State system ☐
  - Other, please explain: ☐

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## **Exiting Employee Contact Sheet**

### **Retirement Plan Disbursement / Roll-over Contacts**

**TIAA-CREF:** National Contact Center: 800-842-2776 [www.tiaa-cref.org](http://www.tiaa-cref.org)

**AIG VALIC:** 800-448-2542 AIGRetirement.com

**PERA:** [www.copera.org](http://www.copera.org) or Call 1-800-759-7372 (will need your pin)

**PERA 401k:** 800-759-7372 (will need your pin)

**Security Benefit Life:** 800-888-2461 [www.securitybenefit.com](http://www.securitybenefit.com)

**457 State of Colorado Plan:** 800-838-0457

### **Life/Voluntary Insurance Plan Contacts-**

*Must contact within 30 days of termination to continue coverage*

**Faculty/Exempt:** Anthem Life: 800-801-6142 (AD&D, LTD not available for conversion)

**Classified:** Minnesota Life: 877-828-7728 Policy Number: 33780-G

**PERA Life:** 800-759-7372

### **Medical/Dental Accounts**

**Classified:** United Healthcare Customer Care: 877-283-5424

Delta Dental: 800-233-0860

**Faculty/Exempt Staff:** Anthem Customer Service: 800-542-9402

### **Flex Accounts**

**Classified:** Central/ASI 1-800-659-3035 [www.asiflex.com](http://www.asiflex.com)

**Faculty/Exempt Staff:** FrederickZink Associates: 247-0506