



SEPARATION CHECKLIST

REQUIRED Supervisor Actions Before Staff/Faculty Separation	Contact
<input type="checkbox"/> Complete and submit the Employee Status Form , including resignation letter	Employment Services x6280
<input type="checkbox"/> Approve final time sheet or leave report	Employment Services x6280

REQUIRED Staff/Faculty Actions Before Separation	Contact
<input type="checkbox"/> Submit resignation letter to supervisor (if applicable)	Employment Services x6280
<input type="checkbox"/> Return all keys	Facilities Services x6278
<input type="checkbox"/> Return all Macalester I.D.s	Facilities Services x6278
<input type="checkbox"/> Return any books and/or materials you may have borrowed	Library x6346
<input type="checkbox"/> Return any College Cards (P-Card, VISA card, Car Rental Card, etc.)	Purchasing x6565
<input type="checkbox"/> Return cell phone and all other college property to appropriate department	
<input type="checkbox"/> If non-exempt staff, complete and submit your final timesheet	Payroll x6546
<input type="checkbox"/> If exempt staff, complete and submit current and previous leave reports at least 8 days prior to the end of your last month at Macalester	Employment Services x6280
<input type="checkbox"/> Verify/update contact information	Employment Services x6280

VOLUNTARY Staff/Faculty Actions Before Separation (Not Required)	Contact
<input type="checkbox"/> Schedule an Exit Interview	Employment Services x6280
<input type="checkbox"/> Complete and submit a confidential Exit Interview Form	Employment Services x6280

Important Reminders
<input type="checkbox"/> Review and complete the Exiting Employee Techlist
<input type="checkbox"/> Your final payroll check will be paid consistent with previous practices (direct deposit or sent to home) unless other arrangements are made with the Payroll Department
<input type="checkbox"/> Fees for any items not returned may be withheld from your final payroll check
<input type="checkbox"/> Your health, dental, vision, and life insurance will be continued by the College through the end of the month in which your employment at the College ends (if applicable)
<input type="checkbox"/> You will receive information from our COBRA administrator about continuing your health, dental, vision, and life insurance coverage at your own cost for up to eighteen months (if applicable)
<input type="checkbox"/> If you have a dependent care FSA (Flexible Spending Account), your contributions will end as of your date of departure. You must submit claims for reimbursement within 90 days of your departure.
Retirement Account: If you had a retirement account through Macalester from your and/or Macalester contributions and your Macalester account is greater than \$5,000, then no action is required. Individuals with account balances less than \$5,000 at the time of departure will need to <i>take action</i> . You will receive a notice from TIAA and you must take action by contacting TIAA prior to the deadline listed in your individual notice and let them know which option you would like to take. Account balances of less than \$1,000 can be rolled over into another existing qualified retirement account or your account balance will be cashed out and taxed accordingly. Account balances of less than \$5,000 will be rolled over to an IRA with Millennium Trust Service if no action is taken. You can also roll these funds into another existing qualified retirement account. Please follow the instructions received from TIAA following your departure by the deadlines listed to ensure your retirement funds are handled as you prefer.
<input type="checkbox"/> Follow the Portability Procedures for the legal plan if you were a participant at the time of separation and wish to continue coverage at your own cost