



## Separation Exit Checklist for Employees Transferring or Leaving the University

Name	Pers No
Mailing Address	

### Required for Employees Transferring or Employees Leaving the University

Item to Collect	Date	Applicable UM Property Number
Building/Office/Vehicle Keys/Cards		
Departmental/Office Equipment on Loan (attach list)		
Cards: Procurement & Foundation issued credit cards		
Uniforms		
Books/Materials (attach list, if needed)		
Other UM property (attach list, if needed)		
Supervisor to Submit Online Separation Notification		
Supervisor's Responsibility	Date	Note or N/A
Passwords Changed (computers, servers, dept accounts)		
Petty Cash Responsibility Transferred/Cash Audit		

### Required for Employees Leaving the University

Item	Date
Supervisor Collects University ID	
Supervisor Submits E-form 3 for Separation of Employment	
Supervisor Provides Offboarding FAQ to the Employee	

**Return this original form to Human Resources. Return University ID to the ID Center.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **OFFBOARDING**

### **Frequently Asked Questions from Employees Leaving from the University**

#### ***What will happen to my health insurance?***

Your insurance will be effective until the last day of the month of your effective separation of employment. The Benefits team within Human Resources will mail you information regarding your health insurance and retirement plan.

#### ***Am I eligible to apply for other positions on campus?***

The University does not have an automatic “not eligible for rehire” policy. If there is a determination that you are not eligible for rehire, HR will notify you of this decision.

#### ***Why do I have to provide my parking pass, I paid for it?***

In most situations, parking permits are paid through as on-going payroll deductions and as such would not be paid in full until the end of the academic year. If you are entitled to a refund, Parking and Transportation will provide a refund.

#### ***I have meal plans on my ID, what happens to those?***

If you are entitled to a refund, the ID Center will provide a refund.

#### ***Will I be eligible for unemployment?***

Any employee separating from the employment with University may apply for unemployment benefits. Ultimately, the Mississippi Department of Employment Security determines eligibility and approval for unemployment of benefits.

#### ***What will the University say is the reason for my separation?***

The University does not share reasons with the campus community and we only provide the position title and dates of employment to potential employers with a “release of information” signed by the employee.

#### ***Will I receive payment for personal leave upon separation of employment?***

Yes, upon separation of employment, employees will receive payment for a maximum of 240 hours of personal leave. This is referred to as terminal leave pay. Terminal Leave pay will be processed the pay period after the last payroll in which compensation is paid. The payment will be received via the same method as your regular paycheck (direct deposit or check). This payment is subject to tax withholding and state retirement contributions.

### ***What happens to my accrued personal leave when I leave employment.***

Public Employees' Retirement System of MS (PERS) participants: After processing the Terminal Leave payment limited to 240 hours, the remaining balance of your personal and major medical leave will be submitted to PERS and be applied to your retirement account as additional months of service credit.

Optional Retirement Plan (ORP) participants: After payment of terminal leave pay limited to 240 hours, the remaining balance of personal leave and major medical will be forfeited.

### ***May I donate my leave to another employee?***

No employee shall donate leave after tendering notice of separation, for any reason, or after separation of employment.

### ***How long will I have access to my email?***

In most situations, former employees will have access for at least 30 days of employment. Employees retiring from the University are granted access indefinitely.

### **Helpful Contact Information:**

Benefit and Retirement Plan Information  
Personal Leave Balance Payments  
General HR-related Questions  
Parking & Transportation  
ID Center

[hrbenefits@olemiss.edu](mailto:hrbenefits@olemiss.edu)  
[payroll@olemiss.edu](mailto:payroll@olemiss.edu)  
[hr@olemiss.edu](mailto:hr@olemiss.edu)  
[parking@olemiss.edu](mailto:parking@olemiss.edu)  
[omexpres@olemiss.edu](mailto:omexpres@olemiss.edu)



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## **Human Resources**

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[hr.olemiss.edu](http://hr.olemiss.edu)

Revised 03/2024