

Postdoctoral Scholar Separation Checklist

Resignation Letter

- Postdoctoral scholars need to send their resignation letter to their mentor, and provide a copy to the department administrator and to the Office of Postdoctoral Affairs (fax to 8-5242 or intercampus mail to MS 1040).
- Department initiates separation process.
- Contact the Payroll Office at either 8-5100 or <http://www2.kumc.edu/finance/forms/ename.html> with your most recent address. **It is extremely important that you leave a forwarding address so they can send your W-2 and benefit information.**
- Notify Parking Services.
- If postdoctoral scholar is international, they need to contact the Office of International Programs so that any necessary paperwork or arrangements can be completed.

ADMINISTRATIVE PROCEDURES

- Once the department submits the appropriate paperwork, the separation process automatically takes care of any payouts due (i.e. vacation) for employees separating from the Medical Center.
- You will receive any possible vacation payout on your last check depending on the timing of your separation paperwork. Any payouts done after the last paycheck will not be direct deposited and forwarded to the employee's department for distribution.
- Health insurance/dental coverage will be effective through the end of the month in which you terminate your employment.
- Information regarding continued coverage under COBRA (Continuation of Health Insurance Coverage) will be automatically mailed to your home address by the Division of Personnel Services, Topeka.
- If applicable, the retirement and life insurance paperwork will be sent to your home address after 30 days.

RETURN

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| <ul style="list-style-type: none"> <input type="checkbox"/> ID Badge <input type="checkbox"/> Keys <input type="checkbox"/> Reference materials (i.e. department or lab files, manuals, computer files) | <ul style="list-style-type: none"> <input type="checkbox"/> Any equipment (i.e. pagers, credit card, protective equipment, supplies, tools, media, etc.) <input type="checkbox"/> Computer hardware, software, CDs |
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OFFICE OF POSTDOCTORAL AFFAIRS

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| <ul style="list-style-type: none"> <input type="checkbox"/> Complete Exit Survey | <ul style="list-style-type: none"> <input type="checkbox"/> Complete Postdoctoral Scholar Certificate Request Form |
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