



**UNIVERSITY OF MICHIGAN
UNIVERSITY LIBRARY
LIBRARY HUMAN RESOURCES**

MEMORANDUM

TO: Library Supervisors and Employees
FROM: Library Human Resources
404 Hatcher North - 1190
RE: Resignation/Termination/Retirement Checklist

The following is a revised checklist for staff that are resigning, retiring, or transferring from their position within the Library. Please be sure to review each item below.

1. **Complete Resignation/Retirement Form** (which includes the forwarding address). The form should be completed by the staff member and his/her supervisor, and forwarded to Library Human Resources as soon as possible.
2. **Complete Final Time Report.**
3. **Return all Library Keys** to supervisor or Library Facilities. If returned to Supervisor, they need to inform Library Facilities for their records. Staff Lounge Keys should be returned to Library Human Resources.
4. **Return UM ID Card.** Card should be returned to Library Human Resources.
5. **Contact the Benefits Office** (615-2000) to understand how all of your pertinent benefits will be affected upon your departure.
6. **Transfer Access of Electronic Work-Related Information.** Ensure that supervisors and/or unit staff have access to work-related electronic files or web space either by moving items to a public location when applicable, or by working with the appropriate offices (i.e., DSS, ITS) to provide unit access to (and training for) the programs and files necessary for updating and maintaining unit information.
7. **Cancel any P-Cards.** Contact Library Finance (libfinstaff@umich.edu)
8. **Cancel any M-Pathways Access.** Contact Library Human Resources (libhumres@umich.edu)
9. **Update your home address with the University.** Go to Wolverine Access – Employee Business to change on-line (<http://wolverineaccess.umich.edu>)

NOTIFICATION OF RESIGNATION/TRANSFER/RETIREMENT

(Name of employee leaving – printed) (position)

(Department)

I wish to resign my position at the University Library. My final day of work will be _____.

My reason for leaving the University Library is _____.

If applicable: I am transferring to _____.

Obtaining Final Paycheck (please choose one):

- _____ I will call for my final check.
- _____ My final check should go to the bank as usual.
- _____ Please mail my final check to: _____

Please announce my departure in the Library Newsletter: Yes No (circle one)

My forwarding address is: _____

Supervisor's Recommendation for Rehire	
_____	Recommended for rehire in a similar position
_____	Recommended for rehire in a different position
_____	Not recommended for rehire (explain remarks)
Remarks: _____ _____ _____	
_____	_____
(Supervisor's Name - Printed)	(Supervisor's Signature)

Supervisors are encouraged to complete an evaluation of the employee's performance prior to resignation. This can be attached or written on the back of this form. Both supervisor and employee signatures must follow the evaluation.

(Employee Name – signature) (Date)

Please return to Library Human Resources, 404 Hatcher North, 1205.