



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

**MEMORANDUM**

**TO:** Supervisors and Employees

**FROM:** Library Human Resources  
404 Hatcher North 1205

**RE:** Resignation/Termination/Retirement Checklist (Revised)

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 Document** (remember to include supervisor signature).
3. **Return all Library Keys** to supervisor or Distribution and Supply. If returned to Supervisor, he/she needs to inform Distribution and Supply for their records. Staff Lounge Key (GL staff only) should be returned to Library Human Resources.
4. **Return Staff ID Card.** Card should be returned to Library Human Resources.
5. **Return On-Loan Equipment. Removal and Use of University Equipment Form** needs to be signed when equipment is returned. Contact the Library Finance and Facilities Office @ 763-6596 for details.
6. **Notify Library Desktop Support Services** to properly close your Library Netware account (6-3821).
7. **Contact the Benefits Office** (615-2000) to understand how all of your pertinent benefits will be effected upon your departure.
8. **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, ITCS, MAIS) to provide unit access to (and training for) the programs and files necessary for updating and maintaining unit information.

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Supervisor's Recommendation for Rehire</b>	
_____	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.**