

Employee Responsibilities:

1. Generally:
 - **Resignation:** Provide at least fourteen (14) calendar days' written notice to the supervisor of the resignation or transfer date. At least thirty (30) days' notice of resignation is preferred for exempt employees.
 - **Resignation and transfer to another University System of Maryland institution or State of Maryland agency:** The letter of resignation must include information regarding the transfer. The employee must also notify the benefits/leave the unit at each agency to avoid disruption in health benefits coverage and retirement membership and to ensure the transfer of service time and accrued leave balances.
 - **Involuntary Separation:** Depending on the type of action and circumstances, employees must adhere to protocol as directed by their department and/or the Office of Human Resources (OHR) regarding the timing and procedures for termination of employment.
2. Meet with the supervisor to discuss the status of work assignments and transfer or return all work-related information/materials as necessary.
3. Finalize any outstanding financial obligations with the University (e.g., travel advances, credit card balances, expense reports/reimbursements, etc.).
4. If applicable, complete the Parking Permit Return/Exchange Form to cancel the parking permit. For more information, call the Office of Parking and Transportation Services at x4-7275 (PARK).
5. Return University and departmental property to the supervisor or departmental designee, as applicable:
 - Keys (e.g., building, classrooms, office, elevator, storeroom, desk, file cabinets, storage cabinets, lockers, equipment, vehicles)
 - Tools
 - Uniforms
 - ProCard (Contact the Procurement Office at least one week prior to the last day of employment to schedule a final review).
 - Office equipment (e.g., computer/laptop, tablet, printer)
 - Office supplies
 - Manuals and books
 - University books, supplies, and materials on loan
 - Telephone, cell phone, and/or walkie-talkie
 - University name badges
 - University OneCard
6. Provide access codes and/or software for computers/laptops, voicemails, and cell phones.
7. Update the forwarding address/contact information [here](#) by notifying the University and the Central Payroll Bureau.

8. Upon processing the separation, the OHR will email an invitation to schedule an exit interview. The email includes a link to the [TU Exit Interview Questionnaire](#) to complete an exit survey if the employee prefers, in lieu of an exit interview. The employee will also receive an email regarding returning university property, health benefits and accrued leave status, the final paycheck, and other relevant exit information.
9. Complete the final [timesheet](#). Leave should not be used during the final pay period. If there are extenuating circumstances necessitating leave, consult with the supervisor and the HR Partner.
10. Pack and remove all personal belongings by the last day of employment. Depending on the circumstances of separation, it may be necessary or preferable to schedule an appointment through the OHR for this purpose.