

## **Exit Procedures for UNO Staff**

Should you decide to resign from your position at UNO, you should follow certain procedures. Below is a brief list to help your exit go smoothly.

1. Provide a written notice to your supervisor and copy Human Resources. Preferably give a two-week notice if Office-Service and one-month if Managerial.
2. Contact Human Resources, 554-3998, to schedule an exit interview and to check how your benefits and pay are affected by your leaving the University.
3. Update your supervisor on any projects in process and provide necessary files, information.
4. Return any UNO property such as listed below:
  - a. Keys to Campus Security
  - b. Uniforms
  - c. Vehicle
  - d. Laptop
  - e. Phone
  - f. Library books/videos, etc.
  - g. Parking hanging tag to Parking
5. Check to see what money, if any, is on your MAV Card and zero it out.
6. Pay any outstanding fines such as parking or library.
7. If Parking and/or Campus Recreation membership was paid in a lump sum, make arrangements for a refund from Parking & Transit and Campus Recreation.