**WHEN YOU TERMINATE EMPLOYMENT**

1. Leave a forwarding address with your department so you can receive your last pay statement and W-2. A duplicate W-2 costs $10 and it may take several weeks to fulfill your request. If you move before you receive your last W-2, inform your former department of your new address.

2. Last Paycheck – because most employees are paid 20 days after the end of the pay period, you may receive 1 or 2 more paychecks after your last day of employment. Instructional faculty and graduate assistants may also be entitled to pro-rata summer pay; consult your personnel officer.

3. Vacation Payout – if you are in a position that accrues vacation, you will receive your vacation pay after your department submits your form G-2. Please note that any salary overpayments will be deducted from your vacation payout.

4. Direct Deposit – submit a D-60 to cancel your salary assignment. If you leave the University and then return, the previous salary assignment is still valid, and your first paycheck upon your return may not go where you intend. Have your department submit this to the Payroll Office after you receive your last salary or vacation payment.

5. Other Voluntary Deductions – cancel all other voluntary deductions, including: deferred compensation (457), tax-sheltered annuities (403B), credit union, employee organizations. In the event that, after you have terminated employment and we need to pay you additional amounts for whatever reason, these deductions are maintained in the state payroll systems and will be deducted even if years have passed since you were employed. In addition, for 403B and 457 programs, you may be in violation of IRS code by deducting after you have terminated employment.