



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.