RCUH Research Corporation of the University of Hawai'i   *'Ahahuina Noi'i O Ke Kulanui O Hawai'i*
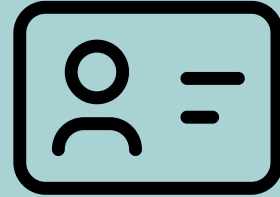
Employee Termination Checklist

DISCUSS WITH YOUR SUPERVISOR/PI

If you are voluntarily terminating, provide your PI with a letter of resignation.

UPDATE YOUR INFO IN ESS

Mailing address, email address, security questions, W-2 electronic consent, etc.

SUBMIT YOUR FINAL ETIMESHEET IN ESS

RETURN PROJECT PROPERTY

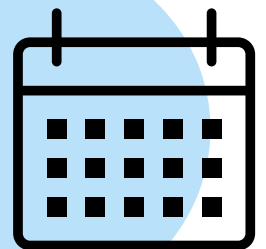Keys, electronic device, equipment, etc. (if applicable)

COMPLETE THE RCUH MAHALO SURVEY

Optional survey available **here**

BE AWARE OF BENEFITS END DATES

All benefits will end on the last day of the month of your last day worked (if applicable). Learn more **here**

FINAL PAYMENTS

Refer to the **RCUH Personnel Action & Payroll Calendar** to determine your final pay day. Vacation payout (if applicable) will occur 1-2 pay periods following termination via direct deposit.

RECEIVE YOUR W-2

RCUH Payroll will send an email to your address on record to notify when your W-2 is available in ESS (January of following year).

NEED HELP? Email RCUH Human Resources at rcuhhr@rcuh.com