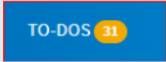


Separation Checklist

Pre-Separation To-Dos

- ☐ Submit **Resignation** – at least 90 days before separation - via [Workday](#): Steps to submit resignation: Profile-Actions-Job Change-Resign (instructions attached)
- ☐ Ensure your department's HRBP has entered your **separation date** on both systems, PeopleSoft & Workday
- ☐ Confirm with HRD Separation team that your **separation case** is created in [MY HR](#) - send email to: hrd-separations@imf.org
- ☐ Complete all **offboarding tasks** via [MY HR](#) click on TO-DOS 
- ☐ Make your **Pension Election** - submit **Designation of Beneficiary** form, **Signature** form, birth **certificate & marriage certificate** via offboarding case in [MY HR](#) (forms attached)
- ☐ Reminder: Update your **Personal Information** (personal email & phone number, emergency contact) via [Workday](#): Steps: View Profile-Contact & Emergency Contacts
- ☐ Submit **Relocation Travel & Shipping** Details task via [MY HR](#): select **Undecided** if you are not sure about relocation. **Staff** has **1-year** to travel - **Contractual - 90 days** to travel
- ☐ Complete **Banking Information** task via [MY HR](#): select **US** or **Non-US** bank account
- ☐ Submit Election for **Continuation of Benefits** - Medical Insurance task via [MY HR](#)
- ☐ Complete **Final Checklist** task via [MY HR](#): Reminders: return UNLP, Laptop/iPhone/iPad, ID badge, if applicable email: payroll@imf.org to check on unpaid **loans & LWOP Payback Obligations** etc.
- ☐ If applicable, check on your **Home Leave – Education Allowance** and other benefits by submitting an inquiry via [MY HR](#)