

Employee Separation Checklist

Name _____ Job Title _____

Department _____ Date of Separation _____

An employee terminating employment with UAH **must check out** with the areas listed below at the time of termination. This procedure provides individuals with an opportunity to discuss pertinent matters with appropriate UAH representatives. It is not necessary to check with each area in numerical sequence; however, **all items (1-9) must be completed and signed by designated individual before reporting to the Human Resources Office for completion of item 10.** The final paycheck will not be issued until the form is completed.

Department/Employee Checklist	✓/NA	Signature	Date
1) Immediate Supervisor / Department Head *			
All departmental property accounted for			
All keys to University facilities returned			
Information Services notified to cancel computer access			
Is Employee Responsible for Laboratory/Studio? <input type="checkbox"/> Yes <input type="checkbox"/> NO Supervisor's signature certifies that all chemicals and/or biological samples have been identified, labelled and/or disposed of according to the guidelines in the UAH Laboratory Safety manual.			
Corporate credit cards returned to Business Services			
2) Departmental Secretary **			
Final PAF prepared			
3) Library ** Circulation Desk			
All books, periodicals, etc. accounted for			
4) International Student and Scholar Office (An Appointment must be scheduled)			
Any employee sponsored by UAH for employment work authorization (H1B, J1, F1). Please call x6078			
5) Effort Reporting Office – Madison 223			
Anyone charging to or funded by a sponsored award, will need to contact the Effort Reporting Office to receive, review and certify their final Effort Certification.			
6) Research Administration ** (An Appointment must be scheduled)			
Security Supervisor VBRH E19 or E20			
Security briefing & termination statement signed			
If P.I., Sponsored Programs notified VBRH E26			
7) University Cashier – University Center 214			
Arrangements made for outstanding payments, if app.			
8) Alabama Credit Union			
Required for all who have an account			
9) Payroll Office – Shelbie King Hall 151			
Final disposition of check arranged			
Time cards turned in if applicable			
10) Human Resources/ Benefits – Shelbie King Hall 102			
Employee exit report obtained			
ID card returned			
Release of final check authorized			

* Requires both signatures if not the same person. Report computer access to Information Services Help Desk at 824-2639.

** Departmental secretary may obtain clearance for employee (if nothing is outstanding) by calling the library and research units and sign acknowledging responsibility.

To be completed by terminating employee.

I certify that all university property has been returned. Below is my forwarding address & phone number:

Employee Signature: _____ Date: _____

Fowarding Address: _____ City, State, Zip _____

Telephone Number : _____ Email address: _____