

# Department Checklist For Terminating Employees

Form to be completed by department

Name: \_\_\_\_\_ Banner ID (A#): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Department: \_\_\_\_\_

Forwarding \_\_\_\_\_

Email Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Forwarding/ \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please complete this form for employees that are terminating employment with the University. This ensures that the University property has been returned and computer access has been disabled. Please complete the contact information, address, phone number and email of the employee in the above spaces. If the employee is moving from the area, please list their forwarding address.

## DEPARTMENT CHECKLIST

<p>1. Immediate Supervisor/ Department Head*</p> <p>*Requires both signatures if not the same person. Report computer access to OIT Help Desk at 824.3333.</p> <p>** Obtain property list from Asset/Inventory Management at crb@uah.edu or call 824.6315.</p>	<p><input type="checkbox"/> All departmental property accounted for**</p> <p><input type="checkbox"/> All keys to University facilities and parking tag returned</p> <p><input type="checkbox"/> Terminating employee completed all offboarding requirements</p> <p><input type="checkbox"/> Corporate/Procurement credit cards returned to Business Services</p> <p><input type="checkbox"/> Employee ID card returned to department and shredded</p> <p>Is the employee sponsored by UAH for employment work authorization (H1B, J1 VISA)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, employee needs to call 824.6055 to schedule an appointment.</i></p> <p>Does this employee hold a security clearance with Research Security? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, employee needs to call 824.6048 or 824.3025 or 256.824.6035 to schedule an appointment.</i></p> <p>Is the employee considered key personnel or Principal Investigator on a research contract, grant or award? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, employee needs to call 824.2647 or 824.2657.</i></p> <p>Is this employee responsible for a Lab, Studio, Shop or Stockroom? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, employee needs to call 824.2171 to schedule an appointment.</i></p> <p>Has the employee completed their final timesheet? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. Department Staff Assistant</p>	<p><input type="checkbox"/> Final ePAF prepared</p>

Immediate Supervisor/  
Department Head\*: \_\_\_\_\_ Signature and Date

Department Staff Assistant: \_\_\_\_\_ Signature and Date

**Email the completed form to [benefits@uah.edu](mailto:benefits@uah.edu) or submit to HR during the out-processing meeting.** Employees should contact each functional area in order to complete the check-out process and obtain the necessary clearance.

<p>3. HR Benefits Office</p>	<p><input type="checkbox"/> Employee exit report obtained (staff employees only)</p> <p><input type="checkbox"/> Department Notification</p> <p><input type="checkbox"/> Terminating Employee/Manager Notification</p> <p><input type="checkbox"/> Employee Off boarding Packet</p> <p><input type="checkbox"/> Insurance cancellation and COBRA</p> <p><input type="checkbox"/> HR out-processing</p> <p><input type="checkbox"/> Employee cleared</p> <p><input type="checkbox"/> Released of final check authorized</p>
------------------------------	--

HR Benefits Office: \_\_\_\_\_

Signature and Date