

The University of Alabama in Huntsville Employee Separation Checklist

Name: _____ Banner ID: _____
 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 the 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 **Signature** **Date**

1. Immediate Supervisor/ Department Head*	<input type="checkbox"/> All departmental property accounted for** <input type="checkbox"/> All keys to University facilities returned <input type="checkbox"/> Office of Information Technology (OIT) <input type="checkbox"/> Corporate/Procurement credit cards returned to Business Services		
2. Departmental Secretary	<input type="checkbox"/> Final ePAF prepared		
3. Library Circulation Desk	<input type="checkbox"/> All books, periodicals, etc. accounted for		
4. International Student and Scholar Office (An appointment must be scheduled)	<input type="checkbox"/> Any employee sponsored by UAH for employment work authorization (H1B, J1,F1). Please call 824.6055.		
Research Clearance: All faculty & Research Center employees MUST obtain clearance from each of the following areas (items 5 – 7):			
5. Research Security	<input type="checkbox"/>		
An appointment must be scheduled. Call 824.6444 or 824.6048 to schedule meeting.			
6. Office of Sponsored Programs	<input type="checkbox"/>		
7. Environmental Health & Safety	Yes Is employee responsible for Laboratory/Studio/Shop/Stockroom? Yes No		
If yes, call 824.2171 for appointment with EHS representative one week prior to termination date. If an employee is responsible for a Laboratory/Studio/Shop/Stockroom, EHS requires 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.			
8. Alabama Credit Union	<input type="checkbox"/> Required for all who have an account		
9. Payroll Services	<input type="checkbox"/> Final disposition of check arranged <input type="checkbox"/> Time cards turned in, if applicable		
10. Human Resources	<input type="checkbox"/> Employee exit report obtained <input type="checkbox"/> ID card returned <input type="checkbox"/> Bursar's Office <input type="checkbox"/> Release of final check authorized		

***Requires both signatures if not the same person. Report computer access to OIT Help Desk at 824.3333.**

****Obtain property list from Asset/Inventory Management at crb@uah.edu or call 824.6315.**

*To be completed by terminating employee.
I certify that all university property has been returned. My forwarding address & phone number are below:*

Employee Signature: _____ Date: _____
 Forwarding Address: _____ City, State, Zip: _____
 Phone Number: _____ Email Address: _____

Employee Separation Checklist Instructions

Employees terminating employment with the University are required to check out with various offices on the date of termination. An "Employee Separation Checklist" form is utilized during the checkout procedure. This is a formalized procedure which provides an opportunity for individuals to discuss pertinent matters with appropriate University representatives.

1. Immediate Supervisor/ Department Head

- The supervisor will verify that the terminating employee has returned all University property, including keys.
- The supervisor should contact the Office of Information Technology (OIT) to cancel computer access.
- Corporate/Procurement credit cards have been returned to Business Services

2. Departmental Secretary

- The departmental secretary should verify that the final ePAF (Personnel Action Form) has been prepared.

3. Library Circulation Desk

- Employees must check out in person at the Circulation Department (front desk)
- Employees need verification that all books, periodicals, and library card have been returned.

4. International Student and Scholar Office

- Employees sponsored by UAH for employment work authorization (H1B, J1, F1) must schedule an appointment.

Research Clearance: All faculty & Research Center employees MUST obtain clearance from each of the following areas (items 5 – 7):

5. Research Security

- The Security Office will conduct a security briefing & termination statement and verify that Redstone Arsenal badges, decals and books have been returned.
- Employees must call to schedule an appointment with a security representative.
- If none of this applies to the employee, a representative from the Employee Benefits Office can call for verification.

6. Office of Sponsored Programs

- Any employee charging to or funded by a sponsored award will need to contact the OSP.

7. Environmental Health & Safety

- Any employee responsible for a Laboratory/Studio/Shop/Stockroom must ensure 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.
- If yes, call 824.2171 for an appointment with an EHS representative one week prior to termination date.

8. Alabama Credit Union

- An employee with a current account or loan must contact ACU.

9. Payroll Services

- All timecards/web-time entry and Exempt Leave Reports (if applicable) must be submitted prior to an employee's termination.
- If the terminating employee is leaving the area, a forwarding address and phone number should be provided at the bottom of the check-out form for W-2 purposes.
- All signatures should be obtained before coming to the Employee Benefits Office.

10. Human Resources

- The Benefits Office is the final departmental checkpoint.
- Suggestions and comments are solicited from terminating employees during the exit Interview.
- Insurance continuation (COBRA), retirement fund withdrawals, and other benefit matters are also discussed during this interview.
- Employee ID cards are returned to the Benefits Office. A \$25 charge for lost ID cards may be imposed.