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

1. Immediate Supervisor/ Department Head*	☐ All departmental property accounted for** ☐ All keys to University facilities returned ☐ Office of Information Technology (OIT)* ☐ Corporate/Procurement credit cards returned to Business Services ☐ Employee ID card returned to department and shredded Is the employee sponsored by UAH for employment work authorization (H1B, J1 VISA)? ☐ Yes ☐ No *If yes, employee needs to call 824.6055 to schedule an appointment.* Does this employee hold a security clearance with Research Security? ☐ Yes ☐ No *If yes, employee needs to call 824.6444 or 824.6048 to schedule an appointment.* Is the employee considered key personnel or Principal Investigator on a research contract, grant or award? ☐ Yes ☐ No *If yes, employee needs to call 824.2647 or 824.2657.* Is this employee responsible for a Lab, Studio, Shop or Stockroom? ☐ Yes ☐ No *If yes, employee needs to call 824.2171 to schedule an appointment.* Has the employee completed their final timesheet? ☐ Yes ☐ No

*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.

2. Department Staff Assistant	☐ Final ePAF prepared

Immediate Supervisor/
Department Head*: _____   Department Staff Assistant: _____
                          Signature and Date   Signature and Date

Email the completed form to benefits@uah.edu. To support the limiting of in-person interactions, these employees do not need to go to each functional area in order to complete the check-out process. We will contact the appropriate functional areas by phone and/or email to obtain the necessary clearance. We will also contact the employee directly if there are any questions or concerns regarding their separation.

3. HR Benefits Office	☐ Employee exit report obtained (staff employees only) ☐ Verification from Library ☐ Verification from Research Security ☐ Verification from OSP ☐ Verification from EHS ☐ Verification from Payroll Services ☐ Bursar's Office ☐ Released of final check authorized

HR Benefits Office: _____
                          Signature and Date