# Departmental Checklist for Employee Separation

## Employee Support

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- Ask employee if a new address, phone number or email address should be included for future contact
- Remind employee to ensure their UA email is not linked to personal accounts (e.g., LinkedIn)
- Direct the employee to Human Resources webpage for separation resources

Please ensure that following services are discontinued and university property is returned to the appropriate departmental authority.

## Property

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- Books and office supplies
- CatCard (retained only by retirees)
- Computer, laptop
- Departmental ID badge
- Departmental service vehicle parking permit
- Equipment provided for remote work
- Keys
  - Building/room/office
  - Desk and file cabinets
- P-Card
- Phones and pagers
- Tools and related equipment
- Uniforms (if provided by UA)
- Update equipment location changes in UA property management system

## Systems and Information Access

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- Remove access to UAccess systems
- Remove keyless access to rooms and buildings
- Update signature authority
- Delete department computer account access
- Remove access to departmental systems or intranets
- Remove access to email (except for retirees)
- Remove from listservs
- Request voice mail password change message and/or forward phone

## Additional Reminders

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- Committees/Memberships - *Update membership on committees, such as shared governance or emergency response teams*
- Travel Advances/Promissory Notes - *Check to see if the employee has outstanding travel advances or promissory notes than may be repaid.*
- If an employee has been involuntarily terminated (such as employment ended, layoff, nonrenewal, discharge, and probationary), contact the Financial Services Office to request all wages to be paid within seven (7) working days of the termination date, or the payday following the end of the regular pay period, whichever is sooner.