THE UNIVERSITY OF ARIZONA Human Resources

Departmental Checklist for Employee Separation

✓	Employee Support	Completion Date
	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	Completion Date
	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	Completion Date
	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	Completion Date
	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.	

Last Revised: 8/22/2018