

## Termination Check List

Name of Terminating Employee \_\_\_\_\_ Employee ID \_\_\_\_\_

Department \_\_\_\_\_

Termination Date \_\_\_\_\_ Last Day of Work \_\_\_\_\_

<u>Clearance is required on</u>	<u>Department Contact</u>	<u>Outstanding Items</u>	<u>Verified By</u>	<u>Date Cleared</u>
• Equipment, tools, uniforms, etc	Employing Department			
• Off Campus Equipment (if applicable)	Employing Department			
• University Keys & Access ID badge	Employing Department			
• Travel Card (if applicable)	Travel Coordinator <i>Leslie Lee or Kathy Caylor</i>			
• Procurement Card	Procurement Card Administrator <i>Brenda Svetlik or Lisa Limon</i>			
• Parking Services (for parking fines)	Business Services <i>Carol Roby or Susie Motal</i>			
• Bursar's Office	<i>Lois Lemke</i>			
• IT Account	<i>Sherrie Kroll</i>			
• Library Services	<i>Greg Garcia</i>			
• Human Resources and Health/Retirement Benefits	<i>Benefits Manager</i>			
Resignation Letter _____      Vacation Balance _____      Sick Leave Balance _____ Sick Leave Pool _____      TRS Refund _____      State Transfer _____ ERS termination _____      Term ePAR/PAR _____      TexFlex Accounts Final Deposit _____ Terminate Additional Pay _____				

**Forwarding Mailing Address** \_\_\_\_\_

\_\_\_\_\_

**Forwarding Email Address** \_\_\_\_\_

\_\_\_\_\_  
*Benefits Manager*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

Note: Access to the Finance, HR, and Student Systems is automatically removed when the terminating PAR is processed. However, if the terminating PAR will not be processed until after the employee's last day of work, the department should notify the appropriate office to terminate access.