

DEPARTING EMPLOYEE CHECKLIST
ADMINISTRATIVE POLICY 2.09
CLEARANCE FORM FOR EMPLOYEES TERMINATING EMPLOYMENT WITH THE UNIVERSITY

As a departing employee, you are responsible for the completing all applicable steps within the checklist below, prior to your last day of employment.

<input checked="" type="checkbox"/>	DEPARTMENTAL CHECKLIST FOR DEPARTING EMPLOYEE	COMMENTS
1	Settle all outstanding University debts and obligations.	
2	Return the University-authorized corporate travel card to the Office of Financial Services.	
3	Verify and sign the appropriate attendance leave records with Departmental Timekeeper or immediate supervisor. Note: Final Leave Balance Reconciliation cannot be prepared until <u>after</u> the last day of employment.	
4	Return all library materials to Earl K. Long Library.	
5	Return all University property (moveable equipment - i.e. notebook computer) to the Departmental Equipment Custodian, as well as complete the proper form.	
6	Return all computer software computer discs owned by the University to the department.	
7	Return all supplies and any other property purchased with University funds to the department.	
8	Return all equipment and supplies, including books and journals, purchased by or for an employee with money from <u>grants, contracts, or gifts</u> to the department?	
9	Turn in all University project work, along with appropriate documentation, to the department.	
10	Turn in all financial documentation, such as cost sharing or PAR certification, to Sponsored Programs Accounting (SPA).	
11	Submit all reports and documentation, required for sponsored programs, as well as all research notebooks, to the Office of Research and Sponsored Programs (ORSP).	
12	Contact Human Resource Management-Benefits department regarding privileges pertaining to benefits, such as insurance and retirement plan options.	
13	Remove all personal belongings from the workplace.	
14	Return all University keys to Access Controller access@uno.edu .	
15	Return University Identification Card and/or access card to Departmental Access Coordinator	

	<input checked="" type="checkbox"/>	DEPARTMENTAL CHECKLIST FOR DEPARTING EMPLOYEE	COMMENTS
ACADEMIC EMPLOYEES ONLY			
16		Turn in all student grade and attendance records for the last five years to the department.	
17		Turn in all examinations and other student papers or projects for the last calendar year, with instructions for the interpretation of grade entries, to the department.	
18		In cases when students have not yet finished the work in a course, provide written instructions for administering and grading examinations and requirements for the removal of incomplete (I) grades.	
19		Note: Grade records and examinations will be returned to you after one year if a written request is made within that time.	