Separation/Termination Checklist

Name: _____   Empl. ID _____

Status: ☐ Staff ☐ Faculty ☐ Resident/Fellow ☐ Grad Student/Post-Doc ☐ Student Employee

Effective Date of Separation (Last Day Worked): _____

Separation Due to: ☐ Resignation ☐ Involuntary Termination ☐ End of Appointment

        ☐ Transfer* (*Please coordinate removal of network systems access with staff member's new department.)

        ☐ Other _____

Final Paycheck Date: _____ The final paycheck will be paid via direct deposit, if that is the employee's standard pay method. If not, it will be mailed to the employee's address on record in HRMS.

Return of University property to include but not limited to the following:

☐ ID Card ☐ Keys, Security Access ☐ Pager ☐ Telephone ☐ Parking Decal, Gate Card

☐ Computer, Laptop ☐ Jump Drive ☐ Uniforms, Tools ☐ Locator Badge (if applicable)

☐ University Credit Cards/P-cards ☐ University property (including charts, records, files, etc.)

☐ Status on open projects (preferably in writing) ☐ Review of computer files directory

☐ Return of all protected information (Personal Health Information, education records, etc. as applicable)

☐ Departing Employee Rights & Responsibilities document received (URMC only)

☐ **I have returned University property as checked above**.

_____   _____
Employee Signature   Date (m/d/yy)

☐ **I have received University property from departing staff member as checked above.**

_____   _____
Supervisor Signature   Date (m/d/yy)

Supervisor Follow-up:

☐ Process Personnel Action Form (PAF) in HRMS. **Note**: a PAF is not needed when an employee transfers elsewhere in the University. In Nursing Practice a Status Change Record (SCR) should be submitted.

☐ Request removal of all electronic systems access **within 24 hours** of last day worked.
   - *Medical Center: IT Help Desk via email (*helpdesk_ISD@urmc.rochester.edu*), or if access should be removed immediately call the ISD Help Desk at 275-3200. For ending voicemail access, contact University IT (see below).*
   - *River Campus and other non-Medical Center locations: University IT via email (*univithelp@rochester.edu*), or if access should be removed immediately call the ITS Help Desk at 275-2000*

_____
Requestor / Date / Confirmation

☐ Other _____

Copy: Personnel File, Box 278829

Human Resources - Revised 8/2020