

This checklist is provided by Human Resources as a guide when separating from your current department due to 1) a transfer to another OU department/campus or 2) leaving the university for other employment, personal reasons, or other termination. Employees on J-1 and H-1B visas should contact International Faculty and Staff Services at 405-325-5790 prior to their last day of employment.

Employee Information

Name	Title	Employee ID
Department Name and Code		Time in Position

Documentation

- If you are resigning or retiring, submit a signed and dated resignation notice such as: I am resigning my position of JOB TITLE effective DATE...provided this date works for the department.
- Establish terms of separation. Employee and department should discuss: performance objectives for the remaining work schedule; job sharing while transitioning to another department; time and attendance, if different from regular schedule; determine any paid leave to be taken until date of separation; or department may accept or reject the date provided.
- If you have participated in the creation of IP (Intellectual Property) (patentable, copyrightable, or trademarkable works) during your time of employment at OU, and it has not yet been disclosed, please do so by visiting OTC, www.ou.edu/otc, prior to departure. This IP will continue to be owned by OU, but terms of its use can be discussed with OTC. Please contact otc@ou.edu with questions.
- Sign the Termination Memo/Packet. Employee should receive and sign a memo from the supervisor or department terminating the employee that provides the following:
 1. Effective date of termination.
 2. Amount of paid leave to be paid if you are benefits eligible (some grants do not pay terminal leave¹).
 3. Property Clearance Checklist to return all equipment (keys, mobile devices, credit cards, etc).
 4. Exact date and time to arrange for pickup of personal items
 5. Information for dispute resolution (see the Staff Handbook, section 3.21 or call HR Employee Relations at 405-325-5594)
- Complete the Receipt of Property Checklist with your supervisor.

Paychecks, Leave, and W-2 - Contact Payroll and Employee Services (PES) at 405-325-2961 for questions.

- Submit all final timesheets to report hours worked or leave taken. PTO payouts are based on University FTE which is tied to base pay only. In cases of termination or retirement, no payment will be made for hours remaining in the ESL account. Final paychecks will be automatically deposited up to 60 days after termination if you have electronic deposit. All deductions (including parking and athletic tickets) will continue unless employee makes other arrangements. If eligible, the employee may receive a leave payout for any accrued leave hours.¹
- Make sure your personal email and mailing address are correct in Employee Self-Service at hr.ou.edu/Self-Service. To ensure receipt of Form W-2 for income tax purposes, contact Payroll if that address changes and provide correct home mailing address on or by December 31.

Benefits

- You may need to contact the Human Resources Benefits office (405-325-1826) about the following:
 - Your vesting status in retirement plans or rolling over accounts.
 - Benefits deductions on final pay checks.
 - Last day of benefits coverage.
 - COBRA (hr.ou.edu/COBRA).
 - Continuation of tuition fee waivers.
 - Retirement counseling and forms required.

Employee Signature

Date

¹**NOTE:** Employees appointed to grants and contracts accounts are expected to use all earned paid leave time during the specified period of their appointment unless the grant or contract contains a separate account with sufficient funds to pay for accumulated leave time upon termination of the employee or unless the department to which the employee is transferring is willing to accept it. If such funds are not available, paid leave time must be transferred into the extended sick leave account at the time the employee terminates or the grant or contract is discontinued.