The University of Oklahoma
Norman Campus

Termination Checklist for Employees

This checklist provides the terminating employee information when separating from his/her current department in one of the following manners:

- Transfer to another department within OU
- Transfer to Health Sciences Center
- Leaving the University for other employment, personal reasons, or other termination

**Resignation**

- Employee should receive a memo from the supervisor or department terminating the employee that provides the following:
  1. Effective date of termination.
  2. Payout or not of paid leave, if employee is benefits eligible, and has exceeded a six month introductory period.
  3. Checklist to return all equipment (uniforms, keys, computers, zip drives, cell phones, etc.).
  4. Exact date and time to arrange for pickup of personal items.
  5. Information for staff dispute resolution (see the Staff Handbook, section 3.21).

- Information for termination from a Grant or Contract: The University of Oklahoma Policy on Paid Leave and Extended Sick Leave Policy in the Staff Handbook located on the Human Resources’ website at hr.ou.edu states: Employees appointed to grants and contracts accounts are expected to use all earned paid leave time during the specified period of appointment. Normally, no payout of paid leave is provided. Extended sick leave, under any circumstances, is not payable.

- Employee should sign that s/he has received the memo.
- If employee resigns or retires, employee should submit a letter of resignation.

**PES/Paycheck/W-2 information: call 405-325-2961**

- Final paychecks will be automatically deposited up to 60 days after termination if employee has electronic deposit. All deductions (including parking) will continue unless employee makes other arrangements. Contact the following offices regarding voluntary payroll deductions: Payroll & Employee Services (PES) at 405-325-2961), parking (Parking Office 405-325-3311), and tickets to events (Athletic Ticket Office 405-325-2424).
- If bank account has been closed, contact Payroll Distribution in Buchanan Hall, 405-325-5878. If paycheck needs to be mailed, a self-addressed, stamped envelope and current address is required.
- If an automatic draft was setup with the OU Federal Credit Union, contact the credit union (405-325-2211) to find out the terms and when the payments are due.
- If terminal pay is paid late it may not have been direct deposited. Check with PES.
- To ensure receipt of Form W-2 for income tax purposes, contact PES and provide correct home mailing address on or by December 31. If the W-2 is not received by February 15, contact PES.

**Benefits: Call 405-325-2961**

Benefits may need to be contacted in the following instances:

1. The employee is vested in retirement plans or wishes to rollover accounts.
2. Questions regarding benefits deductions on final pay checks.
3. Last day of benefits coverage.
4. Transfer of benefits to Health Sciences Center campus.
5. COBRA
6. Continuation of tuition fee waivers.
7. Retirement counseling and forms required.

**Parking and Transportation:** Call 405-325-3311

- Return parking decal to the parking office.
- Discuss any refunds with the parking office.

**Employment and Compensation:** Call 405-325-1826

- For employment opportunities within the university, contact Employment & Compensation at 405-325-1826.
- For unemployment assistance, contact the Oklahoma State Employment Office (OESC), in Norman call 405-701-2000.

**Employee Relations and Development:** Call 405-325-5594

Dispute Resolution: Contact Human Resources, Employee Relations, for employee dispute-related issues or visit the HR website at hr.ou.edu/employee resources

**International Faculty and Staff Services:** Call 405-325-4010

- Employees on J-1 and H-1B visas should contact International Faculty and Staff Services prior to their last day of employment.

**Other:**

- Systems: Normally OU systems access will terminate immediately and/or within 7 days.
- PHI: Employee has been informed that s/he may not maintain any protected health information (PHI) and has confirmed by initialing here ________ that no PHI will be retained in any form, including on any personally-owned devices, without prior written approval of the supervisor.
- Outstanding debts at university: discuss with your department or Bursar at 405-325-3121. Debts will be turned over to Collections.
- Tuition assistance or repayment, contact Bursar at 405-325-3121.
- Athletic Tickets, contact the Athletic Ticket Office at 405-325-2424.