The University of Oklahoma-Tulsa
Termination Checklist

Termination Checklist

Employee Name:	
Job Title:	
Department:	
Last Day Worked:	

Property (check all that apply)

- ☐ Sooner One Card (OU Photo ID; send to **HR**)
- ☐ Name tag
- ☐ Building Keys
- ☐ Desk/File Keys
- ☐ Computer/Laptop/Tablet
- ☐ Cell Phone/BlackBerry
- ☐ Flash Drives

- ☐ Building Access Card *(send to **Operations**)*
- ☐ University Pcard or Travel Card
- ☐ Department Parking Permit
- ☐ University Furniture or Pictures
- ☐ Tools/Uniforms
- ☐ Other _____

Termination Documentation

- ☐ Employee should submit a resignation letter which includes JOB TITLE and EFFECTIVE DATE. This letter should be signed and dated. (Voluntary Termination Only)

- ☐ Employee should receive a Notice of Resignation or Notice of Termination letter from the supervisor or department terminating the employee. Employee and department should work together to discuss terms of separation.

General Information to Be Reviewed With Exiting Employee

- ☐ Employee may contact his/her payroll coordinator regarding final check and PTO payout. 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. If a copy of the earnings statement is needed, employee may contact the Payroll department. **Tulsa Payroll: 918-660-3197**

- ☐ Employee may contact HR Benefits with questions regarding vesting of retirement plans, rolling over or withdrawing funds, deductions on final paycheck, last day of benefits coverage, or COBRA. **Tulsa-HR Benefits: 918-660-3192**

- ☐ Employee may complete an online exit interview survey at http://outhr.qualtrics.com/jfe/form/SV_aeMR7Ntx577VhUV, or contact Human Resources if they wish to complete an exit interview in person. **Tulsa-HR: 918-660-3190**

- ☐ Employee should take all personal items upon leaving. If employee cannot collect personal items, the department may contact Human Resources to make special arrangements. **Tulsa-HR: 918-660-3190**

- ☐ If applicable, employee should obtain a copy of his/her vaccination records from Employee Health before leaving. **Employee Health** (Kim Copeland or Janet St. Clair)**: 918-619-4417**

University Systems and Data

All University Systems must be terminated upon employee's departure. Normally the PAF terminates all access to PeopleSoft; however, immediate termination can be initiated by calling the **IT Service Desk at 918-660-3550**.

- ☐ Employee has been informed that he/she may not access/use any University of Oklahoma systems after departure and has confirmed by initialing here _____ that no access/use will be attempted.
    - o Systems include: Email, Voicemail, HRMS, PAF, FAMS, Cell Phone/BlackBerry, PCard, Travel Card, Off-Site Systems Access or Other Campus Access

- ☐ **Confidential, Proprietary and Protected Health Information:** Employee has been informed that s/he may not maintain any University confidential or proprietary information or protected health information (PHI) and has confirmed that no confidential or proprietary information or PHI will be retained in any format, including on any personally-owned devices, without written approval of the supervisor.

- ☐ If you have participated in the creation of Intellectual Property (IP) (patentable, copyrightable, or trademarkable works) during your time of employment at OU, and it has not yet been disclosed, please do so by visiting the Office of Commercialization and Technology (OTC), at 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.

_____   _____
Employee Signature   *Date*

Manager/Supervisor (Print Name):	

Employee's Signature:	Date: