The University of Oklahoma, Norman Campus
Receipt of Property Checklist
For Any Separating Employee

Documentation of the return of all university property provided to any employee shall be maintained in the departmental files and shall be subject to compliance review by Internal Audit. This Receipt of Property Checklist will satisfy this documentation requirement. Complete this form whenever an employee separates employment from a university department. This includes: 1) Transfer to another department within the university; 2) Transfer to the Health Sciences Center campus or the Tulsa campus; 3) Voluntary or involuntary termination of employment with the University of Oklahoma.

NOTE: Contact Human Resources, Employee Relations at 405-325-5594 when an employee is terminated under any conditions other than voluntary resignation.

<table>
<thead>
<tr>
<th>Employee’s Name:</th>
<th>EmplID:</th>
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<tbody>
<tr>
<td>Department:</td>
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<thead>
<tr>
<th>Check all that apply:</th>
<th>ID number or Description</th>
<th>Received by</th>
<th>Date received</th>
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<tr>
<td>□ Keys (including desk and cabinet keys)</td>
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<td>□ Computers (CPU or monitors)</td>
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<td>□ University furniture or pictures</td>
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<td>□ Uniforms</td>
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<td>□ OU Photo ID</td>
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<td>□ Laptops</td>
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<td>□ Cell phones</td>
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<td>□ Pagers</td>
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<td>□ Palm Pilots/PDA/Blackberry</td>
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<td>□ University PCard</td>
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<td>□ Flash Drives</td>
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<td>□ Departmental Parking Permit</td>
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<td>□ Protected Health Information</td>
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<td>□ Tools:</td>
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<td>□ Other:</td>
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<td>□ Other:</td>
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Departmental Representative (Print Name): 

Employee's Signature: Date:
Termination Documentation

- Hourly paid employees should provide 2 weeks’ notice.
- Monthly employees should provide 30 days notice.
- Resignation Notice:
  1. Employee should submit a signed resignation notice such as: I am resigning my position of JOB TITLE effective DATE…provided this date works for the department. This notice should be signed and dated.
  2. Employee and department should work together to discuss terms of the separation, such as: 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.

- Termination Notice:
  Employee should receive a memo (reviewed by HR) from the supervisor or department terminating the employee that provides the following:
  1. Effective date of termination
  2. Payout of paid leave, if employee is benefits eligible
  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 dispute resolution (see the Staff Handbook, section 3.21)

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.

☐ Pay Statements

Departments may send all future pay stubs to Payroll and Employee Services (PES) (phone: 405-325-2961) where the employee can make arrangement to pick up the document or mail the pay statement directly to the employee.

☐ Personal Items

- Employee should take personal items upon leaving.
- If employee cannot collect personal items, the department may:
  1. Send the employee a memo and set up a day/time for the employee to pick up the items.
  2. Collect and itemize the items, bring them to HR Employee Relations, send the employee a memo and let him/her know s/he may make arrangements with HR Employee Relations to pick up the items.

University Systems

- Systems include: email, mainframe access, HRMS, PAF, FAMS, Banner, Purchasing, etc. Employees can access all web-based systems unless access is terminated. Normally the PAF terminates access; however, immediate termination can be initiated by calling HR Employee Relations at 405-325-5594.
  - HRMS: Roles must be dropped using the HRMS User Access Form.
  - PAF: Contact PES at 405-325-2961.
  - Email: Student accounts will not be terminated, only departmental/employee access. Processing of the termination PAF turns off email access. If immediate action is necessary, contact HR Employee Relations at 405-325-5594. Employees who transfer across campus retain access to the terminating department’s email. For access to or to terminate email, contact HR Employee Relations at 405-325-5594.
  - Voice Mail: to reset, dial 325-1555. This does not erase messages, but allows new owner access.

☐ Receipt of Property Checklist

Complete checklist and have employee sign the completed document.

☐ Employee Termination Checklist

Located at www.hr.ou.edu/ under Employee Resources, this checklist provides the employee information about transitioning from the terminating department to another university area, to HSC, or other.
## 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

Benefits may need to be contacted in the following instances:
1. 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).
2. 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.
3. 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.
4. If terminal pay is paid late it may not have been direct deposited. Check with PES.
5. 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.

### 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: 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 format, including on any personally-owned devices, without prior written approval of the supervisor.
- Outstanding travel claims, discuss with department.
- Outstanding debts with the university, discuss with department, or your debt will be turned over to Collections (405-325-3122).
- Tuition assistance or repayment, contact Bursar at 405-325-3121.
- Athletic Tickets, contact the Athletic Ticket Office at 405-325-2424.