



MCEEB Termination Checklist

Name: _____ Last Day Worked: _____
 Non UA Email address: _____ UA EMPLID: _____
 Job Title: _____ Supervisor: _____

Please ensure that the following services are discontinued and all University property is returned to the appropriate departmental authority.

| ✓ | Personal Information | Date Completed |
|---|--|----------------|
| | <p>Payroll Contact Lilian Schwartz Business Office - BSW 310C – 621-3784 In order to get a final paycheck and to start the process of using or being paid for any vacation pay you may have accrued, you will need to give the Payroll Representative a letter of resignation. Leave your forwarding address to get your W2 at tax time.</p> <p>Resignation letter/non-renewal notice: _____ Final defense completed date /graduated: _____ Forwarding address: _____ Forwarding email/phone number: _____ New Employer: _____</p> | |
| | Systems Access/Services/ Property | |
| | <p>Access to UA Systems review/update current security roles update signature authority delete department computer account</p> | |
| | Access departmental systems or intranets | |
| | Cell Phone or PDA | |
| | Departmental service vehicle parking permit | |
| | Equipment provided for remote work | |
| | <p>Keys and Building Access Building, room, desk and file cabinet keys Term key card access</p> | |
| | <p>Laptops and other technology equipment Collect equipment from employee Update equipment location changes in UA property management system</p> | |
| | PCard and other credit cards | |
| | <p>Phone or long-distance service Turn off long distance service Update UITS/Telecommunications Ask Employee for voicemail password; change message and/or forward phone</p> | |
| | Tools and related equipment | |
| | Additional Reminders | |
| | <p>Committees/Memberships Update membership in committees, such as campus emergency response teams.</p> | |
| | <p>Parking – 1117 E. Sixth St.— 626-7275 If employee has a parking permit, recommend that they visit Parking & Transportation on 6th. They can take their permit and return excess payments, prorated for the time of year. http:// parking.arizona.edu/</p> | |
| | <p>OIFS (Office of International Faculty and Scholars) 1128 E. Mabel St. - 626-6289 International students and employees should visit the OIFS office and fill out any required paperwork. internationalscholars.arizona.edu/home</p> | |
| | <p>Travel Advances/Promissory Notes Check to see if the employee has outstanding travel advances or promissory note that must be repaid.</p> | |

Your check-out process is now complete!

Front office use only:

Check to make sure you have:
Made inactive in database (removing storeroom/Xerox access)
Removed from listservs
Removed Mailbox label and updated database
Added to Alumni database (if applicable)

Completed: _____
Signature - Front Office Administrative Assistant

OFFICE/DEPARTMENTAL NOTES:

Empty box for Office/Departmental Notes.