

University of Louisville Separation Checklist for Unit Business Managers

Employee Name	Emplid	
Date	Task	Method
General		
	Letter of resignation received or date informed of resignation.	Contact AA/ER at 852-6536 or emrelate@louisville.edu to request Receipt of Resignation letter.
	Employee abandons position. No call, no show for period of X days.	If employee abandoned position, wait three days and send abandonment letter. Contact AA/ER at 852-6536 or emrelate@louisville.edu to request Abandonment of Position letter.
	Letter acknowledging receipt of resignation given to employee	Contact AA/ER at 852-6536 or emrelate@louisville.edu to request Receipt of Resignation letter.
	Send Termination/Retirement Notice to HR in advance of termination (to avoid overpayment). Advise employee that they have the option of having a lump sum payment or regular payment for vacation time. Regular pay will extend benefits until all vacation pay is used.	Termination/Retirement Notice is located at http://louisville.edu/advancement/hr/forms/pdfs/termination.pdf . Terms are lump sum and we do not continue benefits.
	Voice mail message changed	Contact IT Communication Services if security code is unavailable.
	Email away message	If they are no longer employed, their e-mail will return as unknown.
	Cancel long distance code (ELD)	Contact IT via webform at: https://tele1.louisville.edu/webapp/
	Obtain employee's forwarding physical address as well as email address.	In case of abandonment, use last known address. Advise employee to check their address information via self service, that should be active as part of Ulink access to view paycheck stubs.
	Cell phone, pager, blackberry received from employee	Term - collect at preterm meeting or last day worked.
	Computer equipment received from employee	Term - collect at preterm meeting or last day worked.
	Procard received from employee	Term - collect at preterm meeting or last day worked.
	Exit interview conducted	Conducted upon request.
	Remove name from all Distribution lists. (Dept list, university UBM list, etc)	This will be difficult to do, as so many lists are maintained. Eventually, these will resolve themselves as e-mails are returned as undeliverable.
	Collect Campus Card and return to Campus Card Office	Term - collect at preterm meeting. Contact the Campus Card Office at http://louisville.edu/campuscard/ to verify their procedures.
	Collect Parking Pass and return to University Parking Office.	Remind employee to turn in parking pass for refund or 0 balance at preterm meeting held in AA/ER. Verify with Parking how to handle parking tags. Contact them at 852-PARK or at http://louisville.edu/parking .
	Collect any access cards, and keys to building, file cabinets, vehicles, ext...	Term - collect at preterm meeting or last day of employment if resignation.
	Involuntary Termination	Have two people Inventory and box the employees personal effects. Place one copy of the inventory sheet in the box and one in the employees department personnel file. Seal the box. Contact the employee to make arrangements for the employee to pick up their effects. (Box can be sent by carrier to the employee's address.)

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IT Related		
	Notify IT Security Management that person has terminated or transferred.	Contact IT Security at http://louisville.edu/it/accounts/
	Notify HR Security to remove HR security access. (Peoplesoft and University Reports)	Contact IT Security at http://louisville.edu/it/accounts/
	Notify Financial Security to remove Financial security access. (Peoplesoft and University Reports)	Contact IT Security at http://louisville.edu/it/accounts/
	Notify Student Security to remove Student security access. (Peoplesoft and University Reports)	Contact IT Security at http://louisville.edu/it/accounts/
	Review email - forward retained email to proper person	Check with IT on process to get production e-mail forwarded to the correct person or else an out of office note to direct e-mails for a couple months.
	Review files in the employee's home directory & move any needed files	Check C: also.
	Verify unit still has access to employee's PC with admin. Acct & password	Should be avoidable with proper tier one procedures
	Verify password to the employee's telephone functions correctly.	
	If employee is responsible for unit website, reassign and cancel the employee's access	Contact Helpdesk at 852-7997 or helpdesk@louisville.edu
	If employee is owner of a groupwise distribution list or resource (conf. rm), reassign and cancel employee's access	Contact Helpdesk at 852-7997 or helpdesk@louisville.edu
	If employee is owner of documents in DocuShare, reassign and notify IT to cancel employee's account	Contact IT Security at http://louisville.edu/it/accounts/
	If employee runs reports in EPM or University Reports, reassign and notify IT to cancel employee's account	Contact IT Security at http://louisville.edu/it/accounts/
	If employee has sponsored anyone's account, reassign sponsorship and notify IT to cancel	Contact IT Security at http://louisville.edu/it/accounts/
	If employee is a tier one support, reassign	
	If employee is responsible for a service account, re-assign and cancel	Contact Helpdesk at 852-7997 or helpdesk@louisville.edu
	If employee is owner of a list serve, re-assign and cancel employee's access	Contact Helpdesk at 852-7997 or helpdesk@louisville.edu
	Cancel access to any special access, such as "I" drive, "H" drive, etc.	
	Re-assign any special functions the employee performed and cancel the employee's access	Handled on a case-by-case basis. Need to insure these items are documented.
Financial Related		
	Confirm accuracy of final check/deposit notification; mail to employee	Contact Payroll at 852-6528 or payroll@louisville.edu
	Final paycheck reduction authorization signed.	http://louisville.edu/vpf/controller/policiesprocedures/pettycash.pdf
	Check for personal charges on credit cards, personal calls, etc	http://louisville.edu/vpf/controller/policiesprocedures/pettycash.pdf
	Obtain petty cash fund & reassign. Audit the petty cash fund	http://louisville.edu/vpf/controller/policiesprocedures/pettycash.pdf
	Terminate "direct bill" travel authorization & corporate travel card	http://louisville.edu/vpf/controller/policiesprocedures/pettycash.pdf

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Other			
	Encourage the return of library books.	Reminder to the employee	
	Ask employee to return any university records (paper, electronic, email)	Reminder to the employee	
	Ensure access to protected health information as defined by HIPAA is terminated.	Building access - Contact Dept of Public Safety at 852-4334 or dpsacc@louisville.edu System security - Contact IT Security at ASKSAMIT@louisville.edu .	
	Change safe combinations if applicable	Check list item; combinations are department owned	
	Change codes on door entry systems; deactivate building/area access; notify DPS to deactivate security/proximity card.	Contact Dept of Public Safety at 852-4334 or dpsacc@louisville.edu	
	Change building directories & phone number listings.	If terminated, verify groupwise is inactivated. If on departmental web site, web person for the department must work internally to remove.	
	Change names on subscriptions, institutional memberships, etc.	Check list item; ad hoc duty; hopefully documented	
	Foreign National employees should contact the Office of International Affairs to determine if there are other requirements.	Ad hoc Item. Place on checklist for employee to do, not department.	
Safety			
	Contact DEHS for employees who were in ongoing health monitoring programs, e.g., asbestos	Individuals in the radiation dosimetry program – notify the Radiation Safety Office of termination.	
	Notify DEHS of termination of all employees who were participating in required training safety programs, so that participation lists will be current.	Reassign any individual responsibilities in departmental/unit written safety plans (if applicable):	
		Building Emergency Action Plan	
		Chemical Hygiene Plan	
		Hazard Communication Plan	
		Hearing Conservation Plan	
		Respiratory Protection Plan	
	Determine presence of any lab or hazardous chemicals, gas cylinders, biological materials, biohazardous materials, radiological materials, controlled substances and/or hazardous wastes in the applicable work areas. Review disposition of them with employee.	Authorized Users of Radioactive Materials - notify the Radiation Safety Office prior to termination.	
	In accordance with DEHS equipment release procedures, ensure that all equipment is cleaned and decontaminated.	If vacating laboratory space ensure proper disposition of hazardous materials and equipment via the DEHS Lab Close-Out Procedure, located at: http://louisville.edu/dehs/ohs/labchemsafe/closeout.html	
	Review whether unit disaster response plan needs to be adjusted.	Reassign any individual responsibilities in departmental/unit written safety plans (if applicable):	
		Principal Investigators - terminate Institutional Biosafety Committee Approvals (if applicable).	

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Research			
	Determine continuation arrangements for existing research projects/grants.	UBM must work with PI. If grants are going to remain at UofL they will require a change in PI and institutional docs such as PCF/MIRA. Communication of transfer or remaining status must be communicated to Grants Management (OGM)/Industry Contracts (OIC).	
	Arrange transition of laboratory notebooks for ongoing UofL research.	PI must coordinate with lab staff.	
	Complete a "Material Transfer Agreement" for any materials being removed from UofL.	PI must contact the Office of Technology Transfer (OTT).	
	Determine presence of undisclosed inventions or other intellectual property.	PI must contact OGM or OIC who will coordinate with OTT.	
	Determine presence of file, negatives or other original data from research settings that may be property of the university.	UBM/PI must contact University Security Office who should coordinate with OTT. (Office of Technology Transfer)	
	Identify any transition issues related to human subjects.	UBM/PI should contact Human Subjects Protection Office (HSPO).	
Teaching			
	Make transition arrangements for capturing student grades for the semester.	Handled internally within individually within department; Associate Dean for Faculty Affairs would get involved (A&S model).	