

College of Agriculture and Life Sciences Termination Checklist

Payroll Issues:

- Complete termination PA and Distribution
- For voluntary separations, collect letter of resignation
- Fill out Termination Form (<http://www.uvm.edu/hrs/?Page=forms/forms.html>). The on-line termination form will check for Salary and Travel Advances, Petty Cash funds, Receivable Balances, University Housing Balance, Employee Emergency Loan, Parking Fines, Outstanding Library Materials, Terminates Long Distance code, Terminates credit cards, Terminates access to system, Terminates network and computer access, notifies CAT Card Center. If you do not use this form, all of the above items must be done manually.
- If the employee has been paid from grants, print the Effort Certification form for signature.
- Refer employee to HR office to take care of any benefit issues.

University Property:

- Collect all equipment, furnishings and supplies
- Collect desktop computers, laptop computers, tablet computers and accessories
- Collect any mobile phone and pagers

University Software:

- Remove all personal/non-essential software from office computers
- Collect all computer disk, tapes, thumb drives, etc.
- Remove all UVM licensed software from personal home computers
- Identify location and gain access to all digital data which belongs to UVM

Keys/Access cards/Credit cards

- Collect UVM ID badge and send to Catcard Service Center in the Davis Center
- Collect all keys or access cards for building/office/laboratory/other area
- Collect keys for desk/files/cabinets/equipment
- Collect keys for University vehicles
- Collect Purcard and send to Procurement Services
- Collect Fuel Cards and delete PIN
- Collect vehicle parking tag and send to Transportation

Faculty

- Make sure any lab space has been appropriately cleaned and any items not wanted have been disposed of. Follow UVM Laboratory Clearance Procedure. <http://www.uvm.edu/~esf/assets/closinglab.pdf>
- Review all current grants and determine status. For those that will stay at UVM, assign a UVM PI. Make sure all work that has been paid for by the granting agency has been completed.
- Notify OSP/GCA of the departure and the impact on current grants.
- Clean out office, lab and storage any of all materials.