

Employee Information

NAME:

TRANSFER/TERM DATE:

POSITION:

MANAGER:

DEPT:

ADDRESS AND PHONE:

Supervisor/Manager

Accept signed resignation letter and send to Senior HR Director, ELR-Help and/or UIHC-ELR for e-filing

☐

Done

☐

N/A

Supv. Initials: _____

Collect electronic, paper and project files when Appropriate

☐

Done

☐

N/A

Supv. Initials: _____

Disconnect phone, voice mail and data connection (Contact ITS (tnsconnect@uiowa.edu), 335-2945)☐

Done

☐

N/A

Supv. Initials: _____

Remove from all building access list (Send email to building coordinator)

☐

Done

☐

N/A

Supv. Initials: _____

Change shared pass codes/passwords

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Done

☐

N/A

Supv. Initials: _____

Remove mail folder (if applicable)

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Done

☐

N/A

Supv. Initials: _____

HR Staff

Schedule exit interview with employee

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Done

☐

N/A

Supv. Initials: _____

Complete final paper Employee Time Record and send to Payroll. Provide a copy of the final ETR to ITS Billing Administrator

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Done

☐

N/A

Supv. Initials: _____

Update Organizational Chart

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Done

☐

N/A

Supv. Initials: _____

Modify Workflow routing paths

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Done

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N/A

Supv. Initials: _____

Update HR System Access

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Done

☐

N/A

Supv. Initials: _____

Notify appropriate personnel of employee's exit: include name, Hawk ID, department, supervisor, and term/transfer date

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Done

☐

N/A

Supv. Initials: _____

Transfers

Initiate transfer form (confirm with dept.)

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Done

☐

N/A

Supv. Initials: _____

Forward original personnel and medical files (ADA exceptions) to new University dept. Maintain original grievance file

☐

Done

☐

N/A

Supv. Initials: _____

Disconnect phone, voice mail and data connection (Contact its-tnsconnect@uiowa.edu, 335-2945)☐

Done

☐

N/A

Supv. Initials: _____

Terminations

Initiate termination transaction into workflow	☐ Done	☐ N/A	Supv. Initials: _____
Maintain original personnel, grievance and medical file for this year plus four years (ADA exception), then purge.	☐ Done	☐ N/A	Supv. Initials: _____
Remove from approved drivers list in Driver's License Review System/Self-Service	☐ Done	☐ N/A	Supv. Initials: _____
Inform partner offices as needed (FSDS, Benefits, TAT, Worker's Compensation, etc)	☐ Done	☐ N/A	Supv. Initials: _____
Cancel Signature Authority	☐ Done	☐ N/A	Supv. Initials: _____
If employee is a foreign national, contact Immigration Services to obtain guidance regarding the employee's eligibility to stay in USA	☐ Done	☐ N/A	Supv. Initials: _____
Discuss: Unused vacation time payout, unused sick time non-payout, life insurance termination, COBRA, flexible spending accounts	☐ Done	☐ N/A	Supv. Initials: _____

Employee Responsibilities

- ☐ Update self-service address and direct deposit. (Access to site for payroll and benefits will continue for 18 months but requires a password to be kept active and current.)
- ☐ Return personal parking access card, or transfer University employee parking permit
- ☐ If leaving the University and over the age of 55, call University Benefits at 335-2676 (preferably 3 months prior to separation)
- ☐ Contact ITS Help Desk to unsubscribe from any personal subscribed Listservs
- ☐ Fill out a cancellation from Recreational Services Payroll Deduct Membership at the Campus Recreation and Wellness Center, Field House, or Hawkeye Tennis Recreation Complex
- ☐ Clear voice mail password; remove personalized message
- ☐ Disable work phone number from Duo authentication. Contact ITS for assistance if necessary.
- ☐ Review IT information for retirees (if applicable)
- ☐ Revise and remove delegates on electronic calendar
- ☐ Update ownership for shared departmental accounts and resources. Contact ITS for assistance
- ☐

Items To Be Returned By Employee

- | | |
|--|---|
| ☐ Office keys | ☐ If the employee received equipment/furnishing accommodations, it is to stay in the department unless other arrangements, including financial reimbursement, are made with employee |
| ☐ University vehicle keys | |
| ☐ Software (media) and/or software licenses (site licensed and non-site licensed) | ☐ University ID card* |
| ☐ If employee has university issued tablet (iPad, Surface, etc.), contact ITS-Techservices@uiowa.edu , prior to final day of employment | <i>*unless retiring or transferring to another position</i> |
| ☐ Desk Keys | ☐ All equipment (drives, cables, tools, laptops, PDA's, cell phones, pages, etc.) including equipment at home |
| ☐ Filing cabinet keys or other furniture keys | ☐ Cut up VISA Procurement card and turn into manager, ensure that reconciler has all applicable receipts and MFK information. |