

## MMG Separation Checklist

**Name:** \_\_\_\_\_

**Last day of work:** \_\_\_\_\_

### Department Administrative Team - Payroll:

- Complete termination ePAR and Distribution Form
- For voluntary separations, collect letter of resignation
- Fill out Termination Form (<https://www.uvm.edu/finance/forms/termination-transmittal-form>).
- 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.

### Supervisor - University Property:

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

### Supervisor - University Software:

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

### Department Administrative Team - Keys/Access cards/Credit cards/ Other

- 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 Purcard and send to Disbursement Services
- Collect vehicle parking tag and send to Transportation
- Remove information from website (directory/faculty pages/ other)

### For Faculty: Department Admin Team - (please initial and date)

\_\_\_\_\_/\_\_\_\_\_ Clean out office, lab and storage any of all materials.

\_\_\_\_\_/\_\_\_\_\_ Notify SPA of your departure and the impact on current grants.

\_\_\_\_\_/\_\_\_\_\_ 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.