Termination and Exit Checklist for Student Employees

*Revised 10/1/19*

This form should be completed by the supervisor or designee as a checklist to document activities completed during and following the exiting process for terminating student worker's. Not every action will be applicable in every termination, but the list is provided as a tool to confirm good management practices and to protect University property. Please contact your HR Liaison if you have questions or require assistance with this process.

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| --- | --- | --- |
| Employee Name: | | Last Day in Office: |
| Title: | PIN #: | UIN #: |
| Unit: | Supervisor: | |
| **Reason for Termination:** | | |
| **Voluntary Termination** - Separation of employment initiated by the employee.  Please select a termination code to show how this separation should be documented. Please click here for a detailed explanation of each code.  59 - Resignation - Reasons known or unknown 66 - End or expiration of contract or grant  **Involuntary Termination** - Separation of employment initiated by the employer or by employee death. These require coordination with HR. Please select a termination code to show how this separation should be documented. Please click here for a detailed explanation of each code.  63 - Termination at will 66 - End or expiration of contract or grant  64 - Reduction in Force 69 - Death  **Transfer Out** - Employee will transfer to another department Transferring to what department: | | |
| **Supervisor - First Actions:** | | |
| Obtain letter of resignation from employee. (Notify and send to your Business Office as soon as possible.) | | |
| **Retrieve for Security and Deactivation and send to your Business Office along with this form:** | | |
| Ask employee to e-mail electronic files to supervisor or designee  Ask employee to give hard copy files to supervisor or designee  Coordinate with responsible parties to deactivate access (bldg access, FAMIS, iRIS, etc.):  Any other miscellaneous items | | |
| **Other Departmental Activities:** | | |
| Organize farewell event  Have employee update home and e-mail address in [Workday](https://www.myworkday.com/tamus/d/home.htmld) and verify that their W-2 will be sent to them electronically | | |

Supervisor or HR Liaison Signature

Date

HR Liaison Actions – For Business Office Use Only:

Ensure employee is promptly removed from payroll upon termination date

Deactivate all keyless building access in Matrix/Frontier system

Remove employee from biweekly payroll contact list

Inactivate personnel file

Process termination of access to secure user systems if not processed by unit office

Submit a [Terminate User Request](https://idor.tamu.edu/?) to IT support via VPR intranet.

*This form will be retained in the Employee's Personnel File. If you have questions, please contact Renee' Weidemann at 845-2060 or* [*r-weidemann@tamu.edu*](mailto:r-weidemann@tamu.edu)