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*