

EMPLOYEE TERMINATION CHECKLIST

Instructions: Check only those that apply. Sign and date form to confirm review of the checklist and submit to AgriLife Human Resources within 60 days of termination by submitting in Laserfiche, Work-In-Progress Human Resources folder.

NAME	UIN
DEPT/UNIT	TERMINATION DATE

TERMINATION PAPERWORK / PROCESSES IN ADDITION TO EPA

- Leave used has been submitted in LeaveTraQ
- Time worked has been reported in TimeTraQ, if applicable
- Letter or other documentation of resignation from employee if available
- Final pay disposition discussed
- Donation to sick leave pool if employee chooses? Complete AG-433, <http://agservices.tamu.edu/forms/AG-433.pdf>
- Employee information updated in HR Connect to ensure delivery of W2.
- Employee informed about "Leaving Employment" link on AgriLife HR website <http://aghr.tamu.edu>
- Notify International Faculty & Scholar Services of Termination, if employee is a Foreign National
- Other: _____

PROPERTY CHECKLIST

- Keys/Access Cards (office, building, vehicle, desk, etc.)
- Purchasing card and/or travel card
- Computer(s) and peripherals
- Communication devices (Cell phones, BlackBerry, Pager, etc.)
- ID card(s)
- Other: _____

ACCESS

- Deactivate the GroupWise account. Send a network user form <http://eit.tamu.edu/PDFs/Ntfrm113.pdf> to Information Technology, or use AgriLife People (if applicable) to deactivate GroupWise and other centrally administered systems.
- Send page 2 of a Document Management System User Access form <http://agservices.tamu.edu/forms/AG-471.pdf> to deactivate access to LaserFiche
- Notify CIS to remove NetID & VPN connection access and FAMIS/SIMS access if applicable
- Deactivate building access code/card
- Deactivate access to any proprietary systems controlled at the unit
- Voice Mail password retrieved _____
- Other: _____

Remarks: _____

Departmental Representative: _____ Date: _____