

**Termination Check List
Temp and Student Employees Only**

Name of Terminating Employee _____ Employee ID _____

College/Division _____ Department _____

Termination Date _____ Current Student? Y/N _____ Last Day of _____

The following are required of ALL employees, regardless of student status:

<u>Clearance is required on</u>	<u>Department Contact</u>	<u>Outstanding Items</u>	<u>Verified By</u>	<u>Date Cleared</u>
• Equipment, tools, uniforms, vehicle, Dept ID badge, etc	Employing College/Division			
• Off Campus Equipment	Property Management (mpham13@uh.edu) 140 ERP 19A (4902 Schlumberger)			
• Building/Office Keys	Department Business Admin or (3-5675) 123 GEN			
Health Benefits	HR Service Center (3-3988)			
Long Distance Access Code	Telecommunications (3-1111) GSB			
• Exit Interview	Online: http://www.uh.edu/human-resources/forms/exitinterview			
• Access to Finance System	Financial Computing Operations (3-8063) 203 ERP1			
• Access to HR System	HR Service Center – HRMS (3-3988)			
• Access to OJS System	HR Service Center – Employment (3-3988)			
• Access to Digital Signature	University IT Security (UIT) 832-842-4695			
• Access to Student System (See Note Below)	Enrollment Mgmt. Prod. Support (3-8582) or (3.8731) 243 ERP3 SA-Security@uh.edu 713-743-8816 FAX			

Note: Access to the Finance, HR, and Student Systems is automatically removed when the terminating PAR is processed. However, if the terminating PAR will not be processed until after the employee's last day of work, the department should notify the appropriate office to terminate access.

Termination Check List (Continued)

The following are required only of individuals WITHOUT a current/ongoing student status:

<u>Clearance is required on</u>	<u>From/Department/Phone</u>	<u>Outstanding Items</u>	<u>Verified By</u>	<u>Date Cleared</u>
• Cougar One Card	HR Service Center Or Cougar Card Office (832-842-2273) 101 Welcome Center			
• Permit and/or Gate Card	Parking (3-1097) Stadium Garage – First Floor			
• MD Anderson Library (Carrel key, books, etc.)	Library Service Desk (3-9710) 102 L			
• Interlibrary Book Loans	Library Service Desk (3-9710) 102 L			
CougarNet Account	IT Technology Support Services (3-1411) 116 PGH			
• Existing Financial Debt	Student Financial Services (2-9078)			

Note: The verifier needs to sign the hard copy of this form. Electronic signatures will not be accepted.