EMPLOYEE TERMINATION CHECKOUT FORM
Full-time Faculty, Administrative and Staff Personnel
Brigham Young University

This form will lead you through the checkout process as you terminate employment and leave the University. The process begins with the Benefits Office and ends with your own Department. Ideally, you should start the process about a week before your final work day. Completing these items will result in a smooth transition for you, for your department, and for the university administrative systems in which you have had access rights as an employee. The form can be found on the web at http://www.byu.edu/hr/managers/forms.

If a faculty member is retiring rather than terminating employment, use the FACULTY RETIREMENT CHECKOUT FORM, available online at http://www.byu.edu/hr/managers/forms or contact Benefits Services, ext. 2-4716.

Name: ____________________________ BYU ID: ____________________________

Termination Date (Fac / Admin / Staff): ____________________ Final Check Date (Fac / Admin / Staff): ____________________

___ Deposit my final check as usual, or ___ I will pick up my final check, or ___ Mail my final check to my mailing address listed on Route Y, Personal Information.

___ Mail my W-2 to my mailing address listed on Route Y, Personal Information.

STEP 1: BENEFITS OFFICE: Go to the Benefits Office (D-240, ext 2-4716) for a discussion of post-termination benefits.

___ Check Current Class Enrollment Status (Tuition Benefit)
___ Medical Insurance/COBRA
___ Flexible Spending Account (FSA)
___ Savings Plan Options
___ Loans
___ Master Retirement
___ Update ID Card Status
___ Mailing Address in Personal Information (PI)
___ Copy of Checkout Form to Payroll
___ Copy of Checkout Form to Faculty Personnel (Faculty Only)
___ Send Termination Email

BENEFITS OFFICE CLEARANCE: ____________________________ / ____________________________

(Authorized Signature) (Date)

STEP 2: EXIT INTERVIEW: If you wish to schedule an exit interview, please contact Employee Relations, ext 2-9065 D-276 ASB.

STEP 3: CAMPUS SERVICES: The Benefits Office will notify the following offices of your termination. Please resolve all matters with these personal service departments before leaving the University.

___ Bookstore (ext. 2-2470) Complete payment for all personal Bookstore accounts or contracts and return personal Bookstore charge card to Bookstore Customer Service
___ Financial Services (ext. 2-4104) Complete payment of all Employee Accounts due to BYU
___ Key Office (ext. 2-5521) Return outstanding keys
___ Library/LRC’s (ext. 2-5634 or 2-6061) Return all library books and materials and pay any fines.
___ Purchasing Card (ext. 2-4702) Account for outstanding transactions
___ Remembrance Fund Participants (ext. 2-6641) Notify Financial Services of termination date
___ Signature Card (ext. 2-7829) Account to department for outstanding department transactions
___ Travel Card (ext. 2-8246) Account for outstanding transactions

PERSON TERMINATING EMPLOYMENT: ____________________________ / ____________________________

(Signature) (Date)

STEP 4: TRAFFIC OFFICE: Go to the Traffic Office (2120 JKB); turn in gate pass, window decal(s), hanging sticker; and resolve any outstanding citations. If necessary, a temporary parking permit will be issued to you.

TRAFFIC OFFICE CLEARANCE: ____________________________ / ____________________________ / ____________________________

(Authorized Signature) (Date) (Phone)

Form Continued on Reverse Side
STEP 5: DEPARTMENT: This checklist is a guide to help you and your Department identify and complete actions that should be addressed as you leave the University.

Items to Collect:

- Department Bookstore Card, reassign or destroy
- Department Signature Card, reassign or destroy
- Equipment, return all equipment/supplies (e.g. cell phones, pagers, PDAs, computers, uniforms, etc…).
- Equipment, software or supplies proposed to be taken to another institution by terminating faculty. In these rare circumstances, prior authorization is required using the “Faculty Authorization to Purchase or Transfer Equipment, Software or Supplies” form (attach this checkout form as necessary.)
- Keys - Collect and verify that all BYU keys and property and return them to the appropriate office (BYU Key Office 2-5485, Auxiliary Maintenance 2-4411, MTC Front Desk 2-8152)
- Purchasing Card and COD Checks Assigned to Individual - Notify Purchasing Card Office of COD check number ranges and then destroy card and check stock (contact Purchasing Card Office 2-4702)
- Purchasing Card and COD Checks Assigned to Department - Collect and provide to college/division controller for Reassignment (contact Purchasing Card Office 2-4702)
- Travel Card - return to Travel Office (C-141 ASB, 2-8246)

Administrative Systems:

(University system administrators have been notified of your termination. If you (the terminating employee) have access to any of these systems, your department should notify those administrators to take the actions indicated below.)

- AIM – Remove AIM access rights for terminating employee (Registrar’s Office 2-1155)
- CASHNet – Change CASHNet cashiering system rights (contact Treasury Services 2-7785.)
- Department Computer Programs - Invalidate all department computer program access rights (invalidate passwords, etc…)
- Employee Time Approval – Change supervisor assignment in the ePAF system where terminating person is designated as the supervisor of staff or student employees. (contact Human Resources 2-8015)
- Extensity – Change Approver assignment (contact Travel Department 2-2909)
- Fast Track - Change Associate Buyer or an Approver assignment, (contact Purchasing Department 2-7008)
- Financial System - College/Division Controller should contact Financial Services (2-6104) to change general ledger Operating Unit/Department manager and contact person assignments.
- Manager or contact persons should cancel delegated rights within the Business Objects system (contact Financial Solutions for questions 2-7488)
- Human Resources – Change Hiring Manager assignment within the ePAF system (contact Human Resources 2-8650)
- Kronos Timekeeping System - Change Kronos Manager assignment (contact Payroll 2-6590)
- Purchasing - Change eProcurement approval workflow assignment (contact Purchasing 2-7010)
- Sponsored Research Grants and Contracts – Department Chair to contact Research Accounting (2-8025) to discuss issues regarding termination for Principal Investigators.
- Sponsored Research Grants and Contracts - Department Chair to contact the Office of Research and Creative Activities (ORCA, 2-6177) to discuss issues surrounding termination for Principal Investigators
- Student Administration – Change Accounts Receivable and Financial Aid system rights (Student Accounts 2-1625)
- Termination - Complete online ePAF Termination for staff and administrative employees (Human Resources 2-4092)
- Travel Card - Be sure transactions have been reported in Extensity (Contact Travel Dept 2-5644)
- Veracity Long Distance-Cancel BYU-provided long distance access code on Veracity website (through Route Y)

DEPARTMENT NAME / COLLEGE OR DIVISION: __________________________ / _______________________

DEPARTMENT CLEARANCE: __________________________________________ / _______________________

   __________________________ / _______________________

   (Authorized Signature)       (Date)          (Phone)

HRS 3/2009