

**University of Rhode Island  
Checklist for Terminated Employees**

**Administrative Procedures**

- A. It is the responsibility of the employee who intends to resign\* or retire to notify his/her immediate supervisor in writing as soon as possible to allow for:
1. The removal of the employee from all departmental authorizations.
  2. The settlement of employee's accountabilities to the University.
- B. It is the responsibility of the Director or Department Head:
1. To originate the CHECKLIST FOR TERMINATED EMPLOYEES form and forward to Human Resources and Controller's Office copies of the form no later than three (3) days following the termination date.
  2. To schedule an exit interview appointment with the Human Resources Department.
  3. To remove the employee from all departmental authorizations.
  4. To reclaim any University, State and Federal property in the possession of the employee.
  5. To settle all intellectual property issues.
  6. To account for equipment used by the employee in conjunction with the Property Office.
- C. It is the responsibility of the Controller's Office:
1. To reclaim the American Express card previously issued to the employee.
  2. To determine the outstanding account(s) of the employee with the University.
  3. To inform the Payroll Office of the employee's account balance, which should be deducted from the employee's last payroll check.
- D. It is the responsibility of the Human Resource Department:
1. To ensure that the CHECKLIST FOR TERMINATED EMPLOYEES form is complete.
  2. To conduct and record the exit interview.
  3. To ensure that the employee's personnel record is complete and in order to be placed in the terminated employee file.

\*In cases of involuntary termination, it is the responsibility of the department head/supervisor to do so.

Employee: \_\_\_\_\_ Termination Date: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_

Department – Supervisor/Manager/Designee (Printed Name and Signature)

Department managers, supervisors or designees are responsible for collecting University/State property, equipment, and supplies from employees no later than the last day of employment. Departmental signature verifies that all “property” has been returned to issuing source. Upon completion, this checklist is forwarded to the Office of Human Resources Administration.

	YES/NO	INITIAL		
		DEPT	HRA	Controller
Immediately cancel access to sensitive data through written reports as well as via security codes into computer systems.				
Remove terminated employees from all departmental signature authorizations:				
Computer access (local and mainframe)				
Key access lists (departmental and Security)				
Personal telephone security codes				
Telephone calling card;				
Credit card – American Express				
Charge accounts (Ram’s Den, and any others).				
Gas Card				
Settlement of Advances				
Keys: office, automobile, etc. (all access cards to buildings, parking lots, etc.)				
ID. Cards				
University parking pass				
Account for all equipment used by the employee:				
Automobile				
Computer				
Printer				
Cellular phone, pager, palm pilots and other communication devices (please list)				
Intellectual property - Settled intellectual property issues, and/or collect all laboratory, research notes and materials				
Other (i.e., tools, equipment, uniforms, supplies, etc.). List below:				
Employee removed from payroll				

Payroll Department \_\_\_\_\_

Human Resources Department \_\_\_\_\_

Controller’s Office \_\_\_\_\_