

Separation Processing Checklist

The University of Texas at San Antonio

Employee ID _____

EMPLOYEE INFORMATION

Yes No

Last Name First Name Middle Name Date Hired UTSA Student

Division, Department or Office Date Assignment Ends Phone Ext. xxxx

Title / Position Last Physical Work Date

Permanent Address (W-2): To be completed by Employee. Contact information where separating employee may be reached after separation from UTSA

Name (Last, First, Middle) E-Mail Address

Mailing Address City State Zip Code

DEPARTMENT

To be completed by Department - PRIOR TO TERMINATION DATE
As soon as management is notified that the employee is terminating, the department MUST complete this section

- | | Completed by: Name | Date Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------|--|------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|-----------------|--------------------------|--------------------------|---------------|---|---------|-----|------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|----------------------------------|--------------------------|--------------------------|--------------------------------------|--|
| 1. Submit Job Record Data Change Request. Call x4250 if assistance is needed.
https://utsacloud.sharepoint.com/sites/pssc/Pages/JRCRInBoxView.aspx | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Enter all time & exceptions to include overtime payment into PeopleSoft
Call x4250 for assistance. | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. HR will send notice to Separation Notification Group . Once the department has obtained clearance from the SNG, check the appropriate boxes below. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0" style="width: 100%;"><thead><tr><th style="width: 10%;">Cleared</th><th style="width: 10%;">N/A</th><th style="width: 80%;">Department</th></tr></thead><tbody><tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td>Access Control x6486</td></tr><tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td>Disbursement and Travel Services x4831</td></tr><tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td>Fiscal Services x8000</td></tr><tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td>Inventory x4844</td></tr><tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td>Library x7506</td></tr></tbody></table> | Cleared | N/A | Department | <input type="checkbox"/> | <input type="checkbox"/> | Access Control x6486 | <input type="checkbox"/> | <input type="checkbox"/> | Disbursement and Travel Services x4831 | <input type="checkbox"/> | <input type="checkbox"/> | Fiscal Services x8000 | <input type="checkbox"/> | <input type="checkbox"/> | Inventory x4844 | <input type="checkbox"/> | <input type="checkbox"/> | Library x7506 | <table border="0" style="width: 100%;"><thead><tr><th style="width: 10%;">Cleared</th><th style="width: 10%;">N/A</th><th style="width: 80%;">Department</th></tr></thead><tbody><tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td>Banner Support x6925</td></tr><tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td>OIT Support Services (Help Desk) x5555</td></tr><tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td>Pro Card Compliance Office x4059</td></tr><tr><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td>Campus Services, Parking & UTSA Card</td></tr></tbody></table> | Cleared | N/A | Department | <input type="checkbox"/> | <input type="checkbox"/> | Banner Support x6925 | <input type="checkbox"/> | <input type="checkbox"/> | OIT Support Services (Help Desk) x5555 | <input type="checkbox"/> | <input type="checkbox"/> | Pro Card Compliance Office x4059 | <input type="checkbox"/> | <input type="checkbox"/> | Campus Services, Parking & UTSA Card | |
| Cleared | N/A | Department | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Access Control x6486 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Disbursement and Travel Services x4831 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Fiscal Services x8000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory x4844 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Library x7506 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Banner Support x6925 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4. For benefits eligible employee, please call Benefits department at x4250 to schedule an appointment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

LAST DAY OF EMPLOYMENT

- | | | |
|---|--------------------|----------------|
| | Completed by: Name | Date Completed |
| 1. Collect Department Keys | _____ | _____ |
| 2. Collect UTSA ID Card | _____ | _____ |
| 3. Collect department property: Equipment must be returned to the departmental Inventory Contact Person (ICP) or departmental representative.
List all property collected: | | |
| | | |
| 4. Disable all 3rd party non OIT system access and/or department specific servers.
Completed by: Name _____ Date Completed _____ | | |

CERTIFICATION BY DEPARTMENT/DIVISION

I have completed the departmental responsibilities of Separation Processing and verify that all University obligations are resolved and appropriate departments have been notified.

Print Name X _____ Ext. Date:
Signature