Separation Processing Checklist

The University of Texas at San Antonio

Employee ID _____

EMPLOYEE INFORMATION

☐ Yes ☐ No

_____ _____ _____ _____ UTSA Student
Last Name   First Name   Middle Name   Date Hired

_____ _____ _____
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. Use PeopleSoft to complete the Termination eForm. Call x4250 if assistance is needed. https://my.utshare.utsystem.edu/	_____	_____
2. Enter all time & exceptions to include overtime payment into PeopleSoft Call x4250 for assistance.	_____	_____

3. Take action to ensure the separating employee is properly cleared through Security Services and all access is removed. The following checklist must be used.

N/A	Cleared		N/A	Cleared	Department
☐	☐	Submit card access removal request through Security Services eForm. In the notes section on the eForm you can specify the date employee will be separating.	☐	☐	Campus Services, Parking & UTSA Card
☐	☐	Submit Security Services eForm to request removal from key box access.	☐	☐	Banner Support email: SIS.Security@utsa
☐	☐	Email Security Services advising us to remove separating employee from authorized requestors list if the employee currently has access to request for key/card access through our eForm. Also let us know who their replacement will be.	☐	☐	Disbursement and Travel Services x4831
			☐	☐	Fiscal Services x8000
			☐	☐	Inventory x4844
☐	☐	Email Security Services to remove camera views.	☐	☐	Library x7506
☐	☐	Prior to the last date of employment, verify with Security Services that all keys have been returned. Email Security Services.	☐	☐	OIT Support Services (Help Desk) x5555
			☐	☐	Pro Card Compliance Office x4059

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	_____	_____

> 4. Disable all 3rd party non OIT system access and/or department specific servers.
>
> Completed by: Name _____   Date Completed _____

3. Collect department property: Equipment must be returned to the departmental Inventory Contact Person (ICP) or departmental representative.
List all property collected:

_____

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.

_____ X _____ _____ _____
Print Name   Signature   Ext.   Date: