

EMPLOYMENT 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. 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.

Name: _____ BYU ID: _____

Termination Date (Fac / Admin / ATH / Staff): _____ Final Check Date (Fac / Admin / ATH / Staff): _____

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

- | | |
|--|--|
| <input type="checkbox"/> Check Current Class Enrollment Status (Tuition Benefit) | <input type="checkbox"/> Update ID card Status |
| <input type="checkbox"/> Medical Insurance/COBRA | <input type="checkbox"/> Mailing Address in Personal Information (PI) |
| <input type="checkbox"/> Flexible Spending Account (FSA) | <input type="checkbox"/> Copy of Checkout Form to Payroll |
| <input type="checkbox"/> Savings Plan Options | <input type="checkbox"/> Copy of Checkout Form to Faculty /Athletic Professional Personnel |
| <input type="checkbox"/> Loans | <input type="checkbox"/> Send Termination Email |
| <input type="checkbox"/> Master Retirement | |

BENEFITS OFFICE CLEARANCE: _____ / _____
(Authorized Signature) (Date)

STEP 2: EXIT SURVEY: Before you depart, we would appreciate receiving feedback regarding various aspects of your employment experience. Please complete a survey at: http://byu.qualtrics.com/SE/?SID=SV_3IY7eIGxzRoGJFO&SVID=Prod

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.

- | | | |
|--|-------------------------|--|
| <input type="checkbox"/> BYU Store | (ext. 2-2470) | Complete payment for all personal BYU Store accounts or contracts and return personal BYU Store charge card to BYU Store Customer Service. |
| <input type="checkbox"/> Financial Services | (ext. 2-4104) | Complete payment of all Employee Accounts due to BYU. |
| <input type="checkbox"/> Key Office | (ext. 2-5521) | Return outstanding keys. |
| <input type="checkbox"/> Library/LRC's | (ext. 2-5634 or 2-6061) | Return all library books and materials and pay any fines. |
| <input type="checkbox"/> Purchasing Card | (ext. 2-4702) | Account for outstanding transactions. |
| <input type="checkbox"/> Remembrance Fund Participants | (ext. 2-6641) | Notify Financial Services of termination date. |
| <input type="checkbox"/> Signature Card | (ext. 2-7829) | Account to department for outstanding department transactions. |
| <input type="checkbox"/> 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); notify of termination date, and resolve any outstanding citations.

TRAFFIC OFFICE CLEARANCE: _____ / _____
(Authorized Signature) (Date)

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 BYU Store Card, reassign or destroy
- ___ Department Signature Card, reassign or destroy
- ___ Equipment - Collect University/Department property (e.g. cell phones, iPads, pagers, tablet, computers, uniforms, etc...)
- ___ 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.)

- ___ 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)
- ___ Y-Expense Travel System – 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 (academic units 2-6104, auxiliaries 2-4436) to change general ledger Operating Unit manager and contact person assignments.
- ___ Manager or contact persons should cancel delegated rights within the Business Objects system (contact Financial Services for questions, academic units 2-6104, auxiliaries 2-4436)
- ___ Human Resources – Change Hiring Manager assignment within the ePAF system (contact Human Resources 2-8650)
- ___ Y-Time Timekeeping System - Change Y-Time Manager assignment (contact Department's Security Access Coordinator)
- ___ 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 Y-Expense (Contact Travel Dept 2-5644)
- ___ Veracity Long Distance-Cancel BYU-provided long distance access code on Veracity website (through Route Y)

PERSON TERMINATING EMPLOYMENT: _____ / _____

DEPARTMENT NAME / COLLEGE OR DIVISION: _____ / _____

DEPARTMENT CLEARANCE: _____ / _____ / _____
(Authorized Signature) (Date) (Phone)

Step 6: Terminating Faculty: Please forward a copy of this form to Faculty Personnel, D-353 ASB.
All employees: please forward a copy of this form to the college/division controller.