

Departmental Separation Checklist

EMPLOYEE NAME	EMPLOYEE ID
DEPARTMENT	BLAZER ID

HAS THE DEPARTMENT...	AUTHORIZED REP	
	INITIALS	DATE
Advised employee to complete the online Employment Experience Survey	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advised employee to review Notice of Availability of Unemployment Compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Advised employee to contact the Benefits Office (205-934-3458) regarding retirement, insurance, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Collected from the employee all UAB property in their possession (ID badge, keys, computer/IT equipment, phone/pager, and any other UAB property)	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Advised the employee to return their parking permit to Transportation Services (205-934-3513 or uab.edu/transportation)	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Advised employee to provide HR Records (205-934-4408) with forwarding address	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Advised employee to communicate and work with their supervisor/chair to ensure the work assignments are managed properly prior to their departure	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Advised employee to forward any incoming phones messages to the appropriate department representative	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Advised employee to place an "Out of Office" response on the UAB email account and provide appropriate departmental contact information if necessary	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Advised employee to contact Environmental Health & Safety regarding the handling of controlled materials such as chemicals, lasers, radiation, biohazards	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Advised employee to contact the Research Foundation to review research agreements, patents, intellectual property agreements, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Collected any requests for benefit time for reporting in Campus Time & Attendance	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Collected any travel expense receipts and/or reports, and canceled any travel scheduled but not yet incurred	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Terminated employee's access rights to all UAB Systems	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Contacted Physical Security to deactivate card key access	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Terminated employee's signature authority	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Submitted an ACT document, including all appropriate documentation	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	
Verified that all payroll transactions have cleared	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	

My signature below certifies that all separation requirements have been satisfied.

AUTHORIZED REPRESENTATIVE SIGNATURE	AUTHORIZED REPRESENTATIVE NAME, PRINTED	DATE