

Dear UA Supervisor:

Listed below are checklists and references to assist you when your employee terminates from the UA system or separates from your department (unit). If you have any questions, please contact your campus Human Resources office at the number listed at the bottom of this page.

_____ **Final Timesheet:** Review and sign the employee's final timesheet. Ensure that the last day to be paid on the timesheet matches the termination date of the employee. The timesheet and resignation letter (if applicable) must be forwarded to your campus Human Resources office. The employee's final pay is contingent upon receipt of this documentation.

_____ **Revision of Security Access:** Per your campus policies, ensure that any employee security access associated with the duties in your department are revised or terminated as appropriate.

_____ **Clearances / Collection of UA Property:** Per campus policies, it is the supervisor's responsibility to ensure that all keys, cards, and equipment are collected from the terminating employee. The University of Alaska may deduct any outstanding debts from the employee's final pay for the areas listed below. To avoid being assessed these charges, the employee is asked to return all University property to the department(s) prior to termination or department (unit) separation. An email is also sent to certain departments when an employee terminates (for security purposes, student status, etc.).

_____ Your Department(s)	_____ Corporate Card
_____ Campus Business Office	_____ Pro Card
_____ Library	_____ Travel
_____ Keys	_____ Security / Parking
_____ ID Card / Polar Express Card / Wolfcard	

Clearance Contacts:

http://www.alaska.edu/hr/workflow/pdf/clearances_contact_listing.pdf

Notification Contacts:

http://www.alaska.edu/hr/workflow/pdf/notification_contact_listing.pdf

Termination Definitions:

http://www.alaska.edu/hr/workflow/pdf/term_definitions.pdf

UA Policies and Regulations

Refer to Part IV: Human Resources of the UA Policies and Regulations at <http://www.alaska.edu/bor/policy/policy.xml> for information on terminations. The specific sections for non-disciplinary terminations and terminations for cause are listed below.

Chapter IX

Non-disciplinary Terminations
P04.09.000 and R04.09.000

Chapter VII

Employee Relations: Termination for Cause
P04.07.060 and R04.07.060

Campus HR Contact Information

UAA HR 907-786-4608	UAF HR 907-474-7700	GI HR 907-474-6010	UAS HR 907-796-6263	SW HR 907-450-8200
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