

INFORMATION	
Employee Name:	Employee ID:
Last Date of Employment:	
Forwarding Address (Street, City, State, Zip):	Phone:

RETURN OF UNIVERSITY PROPERTY		
ITEM	COMPLETED	N/A
Keys: Building access, work area, offices, desk, file cabinets, storage, vehicle		
Uniforms		
Name badges and pins		
Emory ID Card		
Emory P-Card		
Emory Travel Card		
Review all corporate card balances to clear (collect) any outstanding personal balances		
Parking hang tag		
University property		
Personal computer, laptop, iPad, tablet or other personally issued electronics		
Cell phone, pager, PDA, floppy disks, zip drives, CD's, memory sticks, etc.		

HUMAN RESOURCES		
Involuntary Termination: Contact HR Employee Relations prior to termination meeting		
Voluntary Termination: Copy of resignation letter for HR employee file		
Enter termination via HR Web or submit HRAF to HR Data Services		
Remaining accrued vacation for both exempt and non-exempt employees will be calculated and paid by Payroll following the termination		

SYSTEMS TERMINATION		
Contact UTS Helpdesk at 404.727.7777 to deactivate University accounts		
Contact local department IT support to change any shared passcodes, de-activate local accounts and application, database and server access, and arrange for forwarding of voice and e-mail (note: email accounts remain active for up to 30 days - to mark an account for immediate disabling or deletion, the supervisor or HR representative of the position will be required to approve). Remove second Healthcare netID for Healthcare sign-ons for those employees who have access in both EU and EHC. Contact your central HR Employee Relations Director for approval to delete University accesses.		
Remove Verizon, AT&T or other carrier accounts for Emory issued cell phones / or confirm a switch to individual plans.		

PHYSICAL ACCESS REMOVAL		
Submit appropriate requests to remove all access to restricted buildings, floors and areas such as (but not limited to): data centers, hospitals, reactors, labs, animal care facilities, and onsite/offsite storage units.		

DISCUSS WITH EMPLOYEE		
Direct employee to http://hr.emory.edu/eu/employees/leavingemory/leaving.html for other information s/he may need		