****

**Supervisor Term Checklist**

## **Employee Information**

Name: **Click here to enter text.** NetID: **Click here to enter text.**

Last Day at Work: **Click or tap to enter a date.** Title: **Click here to enter text.**

Supervisor: **Click here to enter text.** Department / Division: **Click here to enter text.**

Resignation Letter:  Yes  No Will this position be backfilled:  Yes  No

## **Termination Details / Logistics**

Internal University Dept. Transfer:  Yes  No -- If Yes, New Dept: **Click here to enter text.**

Paid Parental 30 Day Obligation:  Yes  No  N/A

End all UA Employment:  Yes  No Official UA Retirement:  Yes  No

Is Employee a supervisor:  Yes  No -- If Yes, List Direct Reports: **Click here to enter text.**

Who should leave requests and time sheets go to: **Click here to enter text.**

Has the new supervisor completed the FLSA Tutorial to be an authorized Time Approver:  Yes  No

## **Miscellaneous Items**

|  |  |
| --- | --- |
| Review Employee Info Sheet from Financial Services (FNSV) HR Team or  N/A for Shared Services Clients | |
| Have FNSV Remove employee UAccess Accesses or  N/A | |
| Building Accesses Removed or  N/A | Door and desk keys returned |
| Retrieve voice mail pass code: | PCard or  N/A |
| Technology Allowances or  N/A | Long Distance Code or  N/A |
| Personal Property Removed | Removed from Dept. Distro lists, Financials Groups, etc. |
| University Property Returned |  |

Additional Notes:

[enter additional notes here]

Submitted by: **Click here to enter text.** Date Submitted: **Click or tap to enter a date.**