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. Ideally, 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. The form can be found on the web at http://www.byu.edu/hr/benefits.

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

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_3IY7elGxzRoGJFO&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.
___ Bookstore (ext. 2-2470) Complete payment for all personal Bookstore accounts or contracts and return personal Bookstore charge card to Bookstore Customer Service.
___ Financial Services (ext. 2-4104) Complete payment of all Employee Accounts due to BYU.
___ Key Office (ext. 2-5521) Return outstanding keys.
___ Library/LRC’s (ext. 2-5634 or 2-6061) Return all library books and materials and pay any fines.
___ Purchasing Card (ext. 2-4702) Account for outstanding transactions.
___ Remembrance Fund Participants (ext. 2-6641) Notify Financial Services of termination date.
___ Signature Card (ext. 2-7829) Account to department for outstanding department transactions.
___ 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); turn in gate pass, hanging sticker; 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 Bookstore Card, reassign or destroy
- Department Signature Card, reassign or destroy
- Equipment - Collect University/Department property (e.g. cell phones, pagers, PDAs, computers, uniforms, books, 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)
- Extenity – 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 (2-8061) 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 Solutions for questions 2-7488)
- Human Resources – Change Hiring Manager assignment within the ePAF system (contact Human Resources 2-8650)
- Kronos Timekeeping System - Change Kronos Manager assignment (contact Payroll 2-6590)
- 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 Extenity (Contact Travel Dept 2-5644)
- Veracity Long Distance-Cancel BYU-provided long distance access code on Veracity website (through Route Y)

**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.

Staff/Administrative: Form may be retained in Department file.

HRS 05/2011