

A&S ELECTRONIC EMPLOYEE OUT-PROCESSING CHECKLIST

(completed forms should be stored with department records)

EMPLOYEE NAME:

DEPARTMENT:

TERMINATION DATE:

LAST DATE OF WORK:

EMPLOYEE STATUS: (check one) Faculty FTTI PTTI Staff

As soon as resignation is given:

Send notification of individual's departure to eTech at eTech@ua.edu
(eTech will contact individual and department TEC to schedule technology recovery – iPad, laptop, desktop, printer, etc.)

Add termination date/actual last date of work on calendar, whichever is sooner

One weeks prior to last work day:

Collect the following information from individual:

Forwarding Address:

Phone:

Email Address:

Remind individual to return all technology to eTech at least 3 days prior to last work day
(Individuals will need to know their Apple ID and password prior to returning iPads)

Last day of work:

Gather the following items from individual (as applicable):

Keys (office, building, labs)

Employee Badge

Other:

Other:

Check individual's office to verify the following is accounted for:

Technology – desktop, laptop, printer, etc.

Confirm with eTech that iPad was returned by emailing eTech@ua.edu
(eTech will confirm pickup schedule of remaining technology in office)

Other:

Department Chair Signature

Date