

## A&S EMPLOYEE OUT-PROCESSING CHECKLIST

(completed forms should be stored with department records)

EMPLOYEE NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TERMINATION DATE: \_\_\_\_\_

LAST DATE OF WORK: \_\_\_\_\_

EMPLOYEE STATUS: (circle one)      Faculty      FTTI      PTTI      Staff

### As soon as resignation is given:

\_\_\_ Send notification of individual's departure to eTech at [eTech@ua.edu](mailto: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](mailto:eTech@ua.edu)  
(eTech will confirm pickup schedule of remaining technology in office)

\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date