

Prior to a staff member, faculty, volunteer, or other person (“workforce member”) leaving the University, the following should be completed. This should be incorporated into the department’s overall checklist.

WORKFORCE ITEMS

I have completed the following items:

- I have turned in my University ID badge(s) and nametag(s).
- I have turned in all University provided IT assets:
 - Laptop
 - Desktop
 - Monitor
 - Cell phone
 - Pager
 - PDA / Smart Phone
 - Flash drives
 - Paper records
- I have turned in all keys both electronic and physical.
- I have turned in any encryption keys.
- I have granted proxy access to my UMail / e-mail mailbox as directed by my supervisor.
- I have turned in and/or deleted copies of all University information, including information about patients. I no longer have any information about patients, students, or other sensitive or restricted data.

I understand that I am required to maintain the same confidentiality protections for any information I obtained during my time at the University.

Employee Signature

Employee Name/uID

Date

SUPERVISOR ITEMS

I have completed the following items:

- ___ I have logged into the Termination Request system at <http://uuhsc.utah.edu/manager> and indicated that the individual is leaving the organization. (Note that this service currently lives on a Health Sciences web-site, but it can be utilized by any department throughout campus).

- ___ For high-risk terminations, I have notified the Help Desk of the exact timing. (Campus Help Desk – 1-4000, Hospital Help Desk 7-6000).

- ___ I have changed any electronic key pad codes that the employee may know.

- ___ If applicable, I have changed the passwords for any administrative, service, or other accounts that the employee may know.

- ___ I have changed submitted the appropriate forms (ePAF) to Human Resources prior to the termination.

Supervisor Signature

Supervisor's Name

Date

Note: This document should be retained in the workforce member's personnel file.