

Due in Employee Services Center 3 Business days from last day of employment.

Name: _____ Tech ID R-Number: _____

Position: _____ Termination Date: _____

Required Forms and Other Actions (indicate date completed beside each check box)

- _____ Employee Resignation Letter (all benefits eligible Faculty and Staff)
- _____ Involuntary Separation Justification Letter (Separation reason codes 01-05, 20, 21, 22 & 54)
- _____ Termination ePAF transaction submitted for approval
- _____ Lump Sum Vacation Form completed (if vacation eligible) and sent to payroll webmaster
- _____ Sick Leave Pool Contribution Form completed (if sick-leave eligible) and sent to payroll webmaster
- _____ Complete and submit the TRS7 "Notice of Final Deposit" and retiree insurance enrollment forms to the Benefits Office (Retirees Only)
- _____ Special Computer Access Terminated
- _____ Email to techbuy.purchasing@ttu.edu to make sure they are inactivated
- _____ Contact Travel Services to make sure there are no outstanding travel vouchers or advances. (If applicable)

*All related forms can be found on the Human Resources website at <http://www.depts.ttu.edu/hr/AboutHR/Forms.php>

University Property Returned by Employee (If Applicable)

- _____ Keys: Initials _____ 1. _____ 2. _____ 3. _____
- _____ Swipe Cards/Identification Cards
- _____ Cell Phone
- _____ Computer Equipment
- _____ Additional Property/Equipment (List)
- _____ Banking Access (Notify Office of Treasury by email at [wire transfers](#) to terminate access)
- _____ University Travel Card (Notify Travel by written memo and return the card with the memo)
- _____ University Procurement Card (Notify Purchasing in writing or by email and destroy the card)
- _____ Uniforms

Department Name: _____ Date: _____

Certified by (Print): _____ Signature: _____