

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **TERMINATION CHECKLIST**

Policy #: **13.3**

When an employee leaves employment, the employee must return assigned keys, library books, uniforms and any procurement or credit cards. The employee is also required to cancel his/her telephone and computer access codes, and settle any and all accounts with the Controller's Office, Library and Technical Services before final pay is released. A checkout clearance form may be obtained from the Human Resources Office and will need to be taken to each of the designated areas for clearance authorization.

Resource(s):

Approved by:

Approval date:

Custodian: Human Resources