

Date:

Dear UA Employee,

This letter serves as confirmation that your termination notification has been received.

The date of your termination is:

This checklist is provided to assist you in the successful completion of the University's termination process. Should you require assistance, please contact your campus Human Resources office or your department representative listed at the bottom of this letter.

___ **Final Timesheet:** Per your campus policies, please submit your final timesheet with appropriate signatures to your department payroll/personnel contact or to your campus Human Resources office by your last day of work.

___ **Clearances / Collection of UA Property:** The University of Alaska may deduct any outstanding debts from your final pay for the areas listed below. To avoid being assessed these charges, please return all University property to the department(s) prior to your termination. *Current Students:* If you are currently enrolled in classes at the University, the following departments will only assess/apply employee-related charges.

___ Your Department(s)	___ Corporate Card
___ Campus Business Office	___ Pro Card
___ Library	___ Travel
___ Keys	___ Security / Parking
___ ID Card / Polar Express Card / Wolfcard	

___ **Continuing Employment:** If you are continuing employment with another department at the University, please immediately inform your Human Resources office listed at the bottom of this letter. Failure to notify your HR office of continued employment could result in a delay in access to University services and/or an errant charge by the clearance departments listed above.

___ **Exit Interview:** Contact your campus Human Resources office for an Exit Interview before your last day of work. For UAA employees, the Exit documentation will be mailed to your current mailing address.

___ **Mailing / Email Address:** Verify your current HR mailing address and email address in UAOnline (<http://uaonline.alaska.edu>) or with your Human Resources office or department representative. If your mailing address and/or email address are incorrect or will change after the completion of your employment with the University, please forward the information and the date the change(s) will take effect to your Human Resources office or department representative.

NOTE: The HR mailing address information only applies to direct employment communications such as paychecks, direct deposit advices, W-2 statements, benefit communications, and legal notifications.

Department Representative

Name: _____
Phone: _____
Email: _____

Campus Human Resources Office

Loc: _____
Phone: _____
Email: _____