



UMOR Operational Procedure Resource Document:

UMOR Employee Termination Checklist

Employee Name:	Term Date:
New Department (if applicable):	

Task	Assigned To	Date Completed
Notify UMOR HR to ensure appropriate transaction processing		
Approve final timesheets		
Remove building/room access. Remove from building directories		
Key(s) returned		
Network access deleted		
Notify employee to empty their personal drive/clean up/transfer network files		
OARS access deleted		
Office/cubicle name plate removed/replaced with room # only name plate		
Pcard returned/canceled and shredded		
Pcard final statement prepared and submitted		
Pcard statements approved		
Remove delegate access from email boxes		
Remove from copier email address book		
Remove from unit-maintained calendars		
Remove from unit staff phone list		
Remove from recurring meetings/events invitations		
Remove from shared access to Google Docs/Box folders		
Remove from UMOR/unit email groups		
Remove from website		
Transfer ownership of calendar items scheduled (instruct employee to do)		
Transfer ownership of MBox/Google Docs (instruct employee to do)		
U-M property returned (cell, laptop, books, etc.)		
Voicemail password reset		

If employee is terminating from the University		
Effort certification completed, if required (questions to UMOR HR)		
MCard returned and sent to MCard office		
Parking pass returned		