

## UTMB EMPLOYEE EXIT CHECKLIST

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Separation Date: \_\_\_\_\_

In order to leave UTMB in good standing and to clear all obligations, it is necessary for all Employees to obtain clearances from certain departments.

**Department Representative:** Please check as applicable, items requiring clearance. Bolded items checked require the appropriate department to initial signifying employee has been cleared. ***It is the department's responsibility to ensure all other items listed are collected if appropriate.***

### Administration Building

#### ALL EMPLOYEES

<input type="checkbox"/> <b>Keys</b> Room 1.110, Ext. 25690	<input type="checkbox"/> <b>Sign-off by House Staff Office</b> Graduate Medical Education Room 417 Jennie Sealy. Ext. 25284 _____
<input type="checkbox"/> <b>ID Badge</b> Room 1.110, Ext. 25690	<input type="checkbox"/> <b>Completed Medical Records</b> Clinical Science Bldg. Room 350, Ext. 29275 _____
<input type="checkbox"/> <b>Parking Card</b> Room 2.206, Ext 21581	<input type="checkbox"/> <b>Final Outpatient Dictation &amp; EMR Records</b> Phone: 409-392-0101 _____
<input type="checkbox"/> <b>Cellular Phone</b>	<input type="checkbox"/> <b>Radiation Safety</b> 205 13th St. Room 2112, Ext. 22279 _____
<input type="checkbox"/> <b>Pager</b>	<input type="checkbox"/> <b>Institutional Review Board</b> 4.500 Rebecca Sealy, Phone: 266-9485 _____
<input type="checkbox"/> <b>Long Distance Calling Cards</b>	<input type="checkbox"/> <b>Clinical Research</b> 4.500 Rebecca Sealy, Phone: 266-9485 _____
<input type="checkbox"/> <b>Computer Equipment</b>	<input type="checkbox"/> <b>Sponsored Programs</b> 4.400 Rebecca Sealy, Phone: 266-9400 _____
<input checked="" type="checkbox"/> <b>Exit Questionnaire</b> <a href="http://www.utmb.edu/hrad/Login.aspx">http://www.utmb.edu/hrad/Login.aspx</a>	<input type="checkbox"/> <b>Technology Management</b> 1.200 Customs House, Ext. 27960 _____
	<input type="checkbox"/> <b>Institutional Animal Care &amp; Use Committee</b> _____
	<input type="checkbox"/> <b>Petty Case or Charge Fund</b> Call Treasury ext. 25920 _____

Employees leaving or retiring from UTMB can contact Benefits Services at [benefits.services@utmb.edu](mailto:benefits.services@utmb.edu). Please provide your name, employee ID number last day worked and contact number or email address. This information is used to review and determine benefit related eligibility after employment. You may also include any questions regarding COBRA, TRS and related benefit questions. Employees who are retiring are recommended to schedule a meeting with Benefit Services at (409) 772-2630 or email [benefits.services@utmb.edu](mailto:benefits.services@utmb.edu). Please provide your employee ID number, Retirement Plan and proposed retirement date.

I certify that all UTMB property has been returned. (Return completed forms to Employee Records Rt. 0942)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Authorized Department Signature

# INSTRUCTIONS FOR COMPLETING THE EMPLOYEE EXIT CHECKLIST

All UTMB employees who leave employment at UTMB are expected to review the exit information on Benefits Services website or schedule a retirement exit interview or meet with their Correctional Managed Care Human Resources.

Employees who leave UTMB must complete the UTMB Employee Exit Checklist to the satisfaction of their department representative.

## **Please Complete the Following Action Items as Appropriate:**

### **Employee**

- Prior to the last date of employment, reviews the exit information or schedules to attend a retirement exit interview with Benefits Services.
- Prior to their last day of work, returns departmental property such as keys, uniforms, pagers, cell phones, calling cards, supplies and equipment, and pays appropriate outstanding telephone fees to the department representative.
- Prior to their last day of work, returns all keys and badges to the Campus Securities Office and returns all outstanding Library materials to the Library.
- Following their last day of exposure to radiation, return all personnel dosimeters to Radiation Safety
- On the last day of work, returns parking cards to the Parking Facilities Office.
- Prior to your last day of work, contact Finance/Treasury, if custodian of Petty Cash or Charge Fund.

### **In Addition to these duties:**

### **Medical Staff**

- Must complete all outstanding medical records.

### **House Staff**

- Must obtain sign-off from House Staff Office.

### **Registered Nurses**

- For Registered Nurses who received a relocation check and who have been employed less than six (6) months, a reimbursement of \$500.00 must be made to the department representative prior to the last day of work. Payment must be made by Cashiers Check or Money Order endorsed to the University of Texas Medical Branch.

### **Laboratory Personnel**

- Research faculty who use radioactive material, biological agents and chemicals must be cleared through Health and Safety Services, 1108 Strand Building, Room G.103.

### **All Employees**

- Provide information regarding job and working conditions by completing the HR Feedback Questionnaire online <http://www.utmb.edu/hrad/Login.aspx>.
- Sign a UTMB Employee Exit Checklist to the satisfaction of the department representative or supervisor.