



EMPLOYEE OUT-PROCESSING CHECKLIST

Instructions: Please complete this form for each terminating or retiring A&M AgriLife employee and submit to payroll within 30 days of termination via Laserfiche, Work-In-Progress Payroll folder. Verify that the following items have been completed. **A response is required for each item/section (if an item/section is not applicable, then check the N/A box for that line).**

NAME	UIN
DEPT/UNIT	TERMINATION DATE

PROCESSES – Date this section was completed _____

N/A Complete/Advise/Discuss

- Complete the Employee Payroll Action (EPA) in CANOPY
- Advise employee to update email address in HRConnect (for W-2 notification/ mailing)
- Advise employee of *Transitions* brochure <http://agrififeas.tamu.edu/library/pdf/forms/ag-449.pdf>
- Obtain letter of resignation (or other documentation from employee, if available)
- Submit leave in LeaveTraQ
- Report time worked in TimeTraQ
- Discuss final pay disposition
- Provide AG-483 Certificate of Service form <http://agrififeas.tamu.edu/library/pdf/forms/ag-483.pdf> to Monthly Extension Employees (required to process vacation lump sum)
- Provide AG-433 Sick Leave Pool Contribution form <http://agrififeas.tamu.edu/library/pdf/forms/ag-433.pdf>
- Contact IFSS if the employee is being sponsored by the department on an H1B or J1 visa
- Other: _____

PROPERTY RETURN - Date this section was completed _____

All items in section are not applicable

N/A Collect/Retrieve/Deactivate

- Collect identification/building access card(s)
- Collect state-issued credit cards (travel and/or payment/purchasing cards)
- Return AgriLife-owned equipment (PC used at home, laptop, peripherals, thumb drive, etc.)
- Return AgriLife-owned communication devices (cell phones, etc.)
- Collect keys issued for office, building, vehicle, desk, etc.
- Other: _____

INFORMATION SYSTEMS ACCESS - Date this section was completed _____

In accordance with agency IT Account Management procedure - all requests for removal of accounts should be filed through the APM system prior to the last day of employment; as all accounts will be deactivated at the close of business on the designated last day of employment provided in the APM system.

All items in section are not applicable

N/A Retrieve/Remove/Deactivate

- Deactivate Enterprise IT Email/File Services Account via the AgriLife People Management System <https://agrififepeople.tamu.edu> in accordance with IT Account Management procedures
- Remove Laserfiche access. Submit page 2 of AG-704 Document Management System User Access form <http://agrififeas.tamu.edu/documents/ag-704.pdf>
- Request Maestro access removal from Tribbie Sandner at tdsandner@ag.tamu.edu
- Remove FAMIS access <http://agrififeas.tamu.edu/library/pdf/forms/ag-701.pdf>
- Deactivate building access
- Deactivate access to any proprietary systems controlled at the unit
- Retrieve voice mail password
- Other: _____

Remarks: _____

Departmental Representative: _____ Date completed: _____