Name of Terminating Employee       Employee ID

College/Division      Department

Termination Date       Current Student? Y/N Last Day of

**The following are required of ALL employees, regardless of student status:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Clearance is required on** | **Department Contact** | **Outstanding Items** | **Verified By** | **Date Cleared** |
| * Equipment, tools, uniforms, vehicle, Dept ID badge, etc
 | Employing College/Division |       |       |       |
| * Off Campus Equipment
 | Property Management(mpham13@uh.edu) 140 ERP 19A (4902 Schlumberger) |       |       |       |
| * Building/Office Keys
 | Department Business Adminor(3-5675) 123 GEN |       |       |       |
| Health Benefits  | HR Service Center (3-3988)  |       |       |       |
| Long Distance Access Code | Telecommunications(3-1111) GSB |       |       |       |
| * Exit Interview
 | Online:<http://www.uh.edu/human-resources/forms/exitinterview> |       |       |       |
| * Access to Finance System
 | Financial Computing Operations(3-8063) 203 ERP1  |       |       |       |
| * Access to HR System
 | HR Service Center – HRMS  (3-3988)  |       |       |       |
| * Access to OJS System
 | HR Service Center – Employment (3-3988)  |       |       |       |
| * Access to Digital Signature
 | University IT Security (UIT)832-842-4695 |       |       |       |
| * Access to Student System (See Note Below)
 | Enrollment Mgmt. Prod. Support(3-8582) or (3.8731)243 ERP3SA-Security@uh.edu713-743-8816 FAX  |       |       |       |

Note: Access to the Finance, HR, and Student Systems is automatically removed when the terminating PAR is processed. However, if the terminating PAR will not be processed until after the employee’s last day of work, the department should notify the appropriate office to terminate access.

**The following are required only of individuals WITHOUT a current/ongoing student status:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Clearance is required on** | **From/Department/Phone** | **Outstanding Items** | **Verified By** | **Date Cleared** |
| * Cougar One Card
 | HR Service Center OrCougar Card Office(832-842-2273) 101 Welcome Center |       |       |       |
| * Permit and/or Gate Card
 | Parking (3-1097) Stadium Garage – First Floor  |       |       |       |
| * MD Anderson Library

(Carrel key, books, etc.) | Library Service Desk (3-9710) 102 L |       |       |       |
| * Interlibrary Book Loans
 | Library Service Desk (3-9710) 102 L  |       |       |       |
| CougarNet Account | IT Technology Support Services(3-1411) 116 PGH |       |       |       |
| * Existing Financial Debt
 | Student Financial Services(**2-9078)**  |       |       |       |