

The University of Kentucky Hospital Employee Exit Checklist

Date _____

Employee Name _____ Department Name _____

Reason for Separation _____

It is imperative that supervisors and employees complete all necessary steps for separation or termination of a hospital employee to ensure the integrity of computing systems, financial records, patient confidentiality, and HIPAA compliance. Employees who terminate employment with the Hospital should contact the Benefits office regarding their rights, responsibilities, and benefits (the latter may include leave payments, COBRA benefit continuation, and other fringe benefits). Additionally, employees who leave Hospital employment have an obligation to return all Hospital property issued to them and to settle all outstanding accounts.

Directions: This checklist should be completed prior to the employee's last day of employment. 1) Employee completes Section I. 2) Employee submits completed form to manager. 3) Department completes Section II, consulting Reference List on p. 2, and retains original form in departmental employee file. (**Please note** that the department should retain the employee's file for **five years**. Any pertinent information that should be included in the employee's permanent file should be copied and forwarded to the HR Records office in Scovell Hall.)

Section I: Employee Responsibilities

Check (√) when complete or indicate N/A

- Complete Submit written notice of termination to department, including update of new address for W-2 purposes.
N/A
- Complete Delete employee-specific telephone voice mail (message) before last day of work.
N/A
- Complete Pay outstanding debts to appropriate University/Hospital units including tuition expenses, health center fees, parking tickets, etc.
N/A
- Complete Return all University/Hospital equipment and supplies to your department representative or other appropriate Hospital representative: complete Clearance Form on p. 2 and obtain appropriate signatures.
N/A
- Complete Return all Medical Center/University Libraries material and reconcile outstanding fines and fees.
N/A
- Complete Return parking tag to Parking & Transportation Services for reconciliation and closing of parking accounts.
N/A
- Complete Contact Employee Benefits (257-9519) or visit the HR Website at www.uky.edu/HR/ for insurance termination date, retirement information, etc.
N/A
- Complete Remove all personal items from office and any other work space in a timely manner.
N/A

Section II: Department Responsibilities

Check (√) when complete or indicate N/A

- Complete Schedule an exit interview with Human Resources Employee Representative for Clinical Enterprise to review procedures, processes, and forms for termination.
N/A
- Complete Verify return of all Hospital equipment and supplies from terminating employee: consult Clearance Form on p. 2.
N/A
- Complete Ensure termination of employee's access to computer systems, including specific departmental systems, email accounts, accounting, budget, and payroll/ personnel systems, etc.: consult Clearance Form on p. 2.
N/A
- Complete Remove employee's name from authorized signature lists, including payroll distribution, payroll voucher, checking accounts, various security rosters, etc.: consult Clearance Form on p. 2.
N/A
- Complete Remove employee from all email distribution lists and directories (on-line web page, phone book).
N/A
- Complete Change VMX code to department and submit requisition to delete long distance access code; redistribute pager and/or cell phone within dept.
N/A
- Complete Prepare and submit UK Employee Separation Sheet (www.uky.edu "Forms" page), indicating employee's forwarding address for W-2 purposes.
N/A
- Complete Verify payroll annual leave and sick leave balances; verify repayment of salary overpayments.
N/A
- Complete Forward the employee's current evaluation and Separation Sheet to the Compensation department in Human Resources.
N/A
- Complete Verify that all the employee's personal items have been removed from the office and any other work space.
N/A

Employee Comments:

Department Representative Comments:

/

Separating employee's signature Date

/

Department representative's signature Date

University of Kentucky Hospital
Separation Clearance Reference List

EMPLOYEE NAME AND SSN	DEPARTMENT #	POSITION #
CURRENT ADDRESS	DEPARTMENT NAME	LAST DAY WORKED

EMPLOYING DEPARTMENT

- Uniforms
- Office and home computers, laptop computer, printer
- PDA (IPAQ, Palm Pilot, etc.)
- Telephone calling card
- Audiovisual equipment, camera, other
- Office equipment/cabinet keys
- UK reference materials (books, handbooks, slides, etc.)
- Access to departmental computer systems terminated (Server Access, Database Access, etc.)
- Access to Campus computer systems terminated (HRS/FRS, COS, OES, etc.)

SECURITY (323-6946)

- Hospital ID Badge
- Building and office keys (for return of cash deposit)

PARKING AND TRANSPORTATION SERVICES (257-5757)

- Parking tag or sticker

MCIS SUPPORT CENTER (323-8586)

- 4-digit Hospital pager
- All email accounts terminated (U-Connect, Exchange Accounts)
- Access to Medical Center computer systems terminated (PA, PC, PM, XA, SCV, etc.)
- Remote access terminated (VPN, Dial-up, etc.)

COMMUNICATIONS AND NETWORK SYSTEMS – CNS (323-7000)

- 7-digit (long-distance) pager
- 1-800 pager
- Cell phone

FINANCE

- Pro-Card
- Name removed from all accounts (e.g., ledger sheets, regular reports received, etc.)

LIBRARIES

- Medical Center Library
- University Libraries