

# DEPARTMENT TERMINATION/RETIREMENT CHECKOUT FORM

Brigham Young University

This form will help guide a department through an employee's retirement/termination process, reminding the department of items to collect and systems to consider changing. Departments should start this process a week before the employee's final work day. Completing these items will help for a smoother transition for the employee and department.

EMPLOYEE'S NAME: \_\_\_\_\_ BYU ID# \_\_\_\_\_

DEPARTMENT: The department is responsible for contacting the following areas to inform them of the employee's retirement/termination date and to encourage the retiring employee to resolve any outstanding issues before leaving the University.

1. Remind the terminating/retiring employee about the following:

Return all library books and materials and pay any fines (ext. 2-6061).

Have the employee account for any outstanding purchasing transactions and reconcile any travel transactions.

Return all equipment and supplies to the department (e.g. cellphones, laptops, iPads, tablets, etc....).

Refer employee to "Employment Termination Checkout Form" ([Ending Your Employment](#)).

2. Items to collect:

Department Bookstore Card – reassign or destroy.

Department Campus Card – reassign or destroy.

Keys – Verify that all BYU keys are returned to the appropriate office.

Purchasing card assigned to an individual (contact Purchasing card office 2-3872).

Purchasing card assigned to Department, Return to college/division controller for reassignment (contact Purchasing card office 2-3872).

Corporate card/Travel card – return to Travel office (C-141 ASB, 2-3872).

3. Administrative Systems: (If the terminating employee has access to any of these systems, the department should notify the following administrators to take the actions indicated below.)

Change Transact payments cashiering system rights (contact [cashieroperators@byu.edu](mailto:cashieroperators@byu.edu)).

Submit in Workday changes for employees reporting to the terminating employee.

Sponsored Research Grants and Contracts-Department Chair to contact Grants and Contracts Accounting (2-7548) to discuss issues regarding termination for Principal Investigators.

Sponsored Research Grants and Contracts – Department Chair to contact the Office of Research Administration (RAO, 2-3841) to discuss issues surrounding termination for Principal Investigators.

Department Cellphone Plan – let the cellphone office know an employee with a department plan is terminating.

Box Files – Remove or reassign ownership (Contact Areas CSR).