



HUMAN RESOURCES

Administrative Services

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Iowa City, Iowa 52242-1911
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Dear HR Unit Representative:

This is reminder of a checklist tool that supports the transition process when University of Iowa employees terminate from The University of Iowa or transfer between units within the University. **Completion of the Checklist documents or other documentation confirming completion of all the elements of this Checklist Packet, is required for all departing or transferring employees.** In addition to the Transfer/Termination Checklist, this packet also includes an Exit Survey for your use. The survey has been created as a resource for units that do not already have procedures in place or would like to modify their current procedures.

Transfer/Termination Checklist

This comprehensive form should be reviewed with the employee. The first two pages are divided into the "Department Responsibilities" and the "Human Resources Responsibilities" and is to be completed together by the department (appropriate combination of HR Unit Representative, manager/supervisor or support person as best suits your area) and the exiting employee.

The last two pages are subtitled "Employee Responsibilities" and detail the steps the **employee** needs to follow.

HR Unit Representatives should ensure the checklist is fully completed and assist the departing employee, as necessary. The "Transfer/Termination Checklist" should be retained in the employee's personnel file.

Exit Survey

Many colleges, divisions, or departments already ask their employees to participate in an exit survey or an exit interview. If your college, division, or department does not already have something in place, an exit survey is included for your use. This same tool is also available on-line at:

http://www.surveymonkey.com/s.aspx?sm=v_2boa21H5PZc2gH6rl0jnwQ_3d_3d

If employees use the on-line survey, data will be kept confidential and will be maintained by University of Iowa Human Resources staff. Themes will be shared with colleges, divisions, or departments only when the volume is high enough to provide confidentiality of responses, or when issues that require immediate attention are identified. Units are encouraged to collect their own data rather than rely solely on the on-line survey.

Colleges, divisions, or departments who obtain this type of feedback from departing employees will be better equipped to implement process changes to help improve the work environment at the University. By participating in this activity, the departing employee can provide an excellent source of information to measure how well we are meeting our goal of making the University a terrific place to learn and work.

Sincerely,

A handwritten signature in cursive script that reads "Susan C. Buckley".

Susan C. Buckley
Vice President for Human Resources

Attachments: Transfer/Termination Checklist, Exit Survey

The University of Iowa

Transfer/Termination Checklist
Department Responsibilities

Instructions:

Departments need to complete this form with any employee who is separating from employment or transferring to another unit. It should be used to certify that all University property has been returned, rights to access University property or services have been appropriately discontinued, and forms and files are processed appropriately.

Name of Departing Employee _____

Responsible Person(s) Supervisor/Manager/Dept Staff. Enter appropriate name in this column.		Date/initial	N/A
	University Property: Computer _____ Cell phone _____ Pager _____ Software _____ Tools _____ Manuals _____ Uniform _____ Library books/materials _____ Research equipment, data/databases: _____ Other: _____		
	Access Codes & Keys: Security/alarm codes/keys _____ Office keys _____ Desk Keys _____ Filing cabinet/furniture keys _____ Building access codes/keys _____ Departmental parking placard/key(s) _____ University vehicle keys _____		
	Computer & Phone Access: Unsubscribe from email distribution and list serves by notifying list serve owners _____ Modify workflow routing _____ Change shared pass codes _____ Remove files from hard drive & server _____ Clear voice mail password _____ Purge messages _____ Review contents on network directories _____ Revise and remove as delegate on electronic calendar _____		
	Miscellaneous Office Issues to Address: Reassign duties and/or projects in process _____ Determine location/access to all work related files _____ Reassign access to account(s) _____ Cancel Signature authority _____ Complete Change of Address form _____ Remove mail box/slot _____ Update departmental phone lists _____ Update employee databases _____ Update building or floor directories _____ All personal items are removed from work area _____ Submit employee's final time record to Payroll _____ Confirm accurate transfer of any research accounts to another unit or institution: _____		
	UI Cards (return to appropriate UI Dept): Reconcile account & collect procurement card _____ (http://www.uiowa.edu/~purchase/PCard/procurement/manual/PCtoc.html)		
	Employee ID Card _____ UI retirees may maintain a UI ID. UI Health Care ID cards should be returned to Hospital Human Resources. Employees with IowaOne cards should destroy them.		
	Other:		

Transfer/Termination Checklist
Human Resources Responsibilities

Responsible person(s): HR Unit Rep/Or Designate Enter appropriate name in this column.		Date/Initial	Not Applicable
	Review HR separation process with departing employee and give him/her the "Transfer/Termination Checklists".		
	If employee is terminating , initiate termination transaction into Workflow for electronic signatures prior to the date of termination . If employee is transferring , confirm that new department initiates transfer form. Verify that any Workflow forms in this employee's inbox have been approved and/or forwarded.		
	Schedule and complete Exit Survey/interview		
	Advise employee to see Benefits to arrange necessary appointments and complete paperwork		
	Send employee's final time record to Payroll		
	Review University guidelines regarding P&S and Merit personnel files in the Operations Manual or view the information at: http://www.uiowa.edu/~our/opmanual/iii/07.htm#72		
	Advise foreign nationals in an employment-based nonimmigrant status and those in the process of obtaining employment-based permanent residency to contact Immigration Services to obtain information regarding their immigration status upon termination of employment with The University of Iowa.		
	If terminating, explain that access to the SelfServe site for payroll and benefit purposes will continue but requires that password is kept up to date. If access is denied, follow "Sign-in Help" instructions on the site. https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/		
	Other:		

Transfer/Termination Checklist
Employee Responsibilities

It is your responsibility as the departing employee to complete the following:

Completion of the items on this timeline will make your transfer/termination go much smoother.

30 days or more prior to your last day of work or as soon as you know you will be leaving:

- Check with your HR Unit Rep to complete the termination transaction process.
- Go to the Self Service / FO Web Applications Page <http://hris.uiowa.edu> to make the necessary changes to your address so that your W-2 tax form can be mailed to the appropriate place; update your direct deposit information if necessary.
- Contact a Benefits representative regarding access to your retirement funds.
- Verify with your department that any disposition of research equipment, data or funding has been arranged in compliance with the funding agency's regulations and University policy.

7 days prior to your termination, last day of work, or as soon as you know you will be leaving:

- Provide a forwarding address to your supervisor and make the appropriate changes at the Self Service site.
- Contact your Human Resources Office to schedule an exit survey or interview.
- If you have an active merit application, contact [Employment Services](#) to update your status.
- Disability - If you have received equipment/furnishings accommodations, the accommodation is to stay in the department unless other arrangements including financial reimbursement, if needed, are made with the University.
- Submit final time record to Payroll.

Benefits FYIs

- Your health and dental insurance will be terminated at the end of the month in which you terminate your employment. When the Benefits Office receives notification of your termination, you will be sent information on applying for a temporary extension of the plans in which you were participating. If you are relocating and want to continue your insurance, you should go to the Benefits Office and complete the paperwork before you leave.
- Your life insurance will terminate at the end of the month in which you terminate employment. You have the right to purchase a conversion plan for life insurance, but you must apply within 30 days of your termination date.
- You will automatically be paid for any unused vacation approximately one month after termination.
- Any unused sick leave is lost unless eligible for payment under the rules of retirement.

Flexible Spending Accounts

Dependent Care – All services must have occurred by December 31. Any funds not claimed by April 30 of the following year will be forfeited.

Health Care – If you terminate employment during the year, expenses must be incurred by the end of the month in which you terminate to be eligible for reimbursement. You have until April of the following year to submit any claims for services incurred prior to your termination date. All funds remaining after April of the following year are forfeited to the University. Please remember that you can only be reimbursed up to the amount in your account of your last regular paycheck.

Transfer/Termination Checklist
(Employee Responsibilities continued)

Foreign Nationals

Foreign nationals in an employment-based nonimmigrant status and those in the process of obtaining employment-based permanent residency may contact Immigration Services at 335-1167 to obtain information regarding their immigration status upon termination of employment with The University of Iowa.

It is your responsibility as the departing employee to complete the following on or before your last day of employment:

University/Departmental Property Clearance

- University of Iowa ID card privileges end with your termination date unless you are a retiree. Ask your HR Unit Representative about what to do with your ID card.
- Return procurement card, corporate American Express Travel Card and/or Corporate Visa travel card to supervisor.
- Remove personal items from work area.
- Return uniforms (if applicable).
- Return all University property: cell phones, pagers, radios, and/or computers, and tools to your department.
- Return all library and departmental materials, books, and manuals to the applicable location.
- Return all University software to your department.
- Return all keys for offices, buildings, labs, file cabinets, and/or other access codes or cards to your department.
- Confirm with your department the disposition of any research equipment, data, or funds according to funding agency regulations and University policy.

Other –Specific to your department:

Information Technologies Services

- Purge all old e-mail messages or transfer to disk or CD.
- Clear voicemail password and voicemail messages.
- Leave forwarding email address if applicable.
- Clear personal computer files from hard drive and/or servers.
- Provide location and access to all work related files to your supervisor.
- Your department will revoke your access to computer networks, systems, email, and passwords. If terminating, the Self-Service site will remain available provided your password is kept current. If access is denied, follow "Sign-in-Help instructions on the site.

<https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/>

Other:

Parking & Transportation Permits, Access Cards and Keys

- Return your personal parking hang tag and access card to University Parking.
- Return your bus pass to University Parking.
- Return departmental parking placard (Departmental Business, Service or Pentacrest placard) with access card to supervisor.
- Return University vehicle keys to your department.
- If transferring, contact Parking regarding location changes.

Other:



Exit Survey

Please take a few moments to complete this confidential exit survey.

The University of Iowa wants to better understand what our employees value most in their workplace and why they leave. We would appreciate your honest responses to all of the questions on this form, but you may choose to respond to only some if you wish. You are not required to complete this questionnaire and it will not affect your benefits in any way. The information you furnish is confidential and will be used in summary form as a means to identify patterns or trends in the work environment at the University.

Your opinion is highly valued and your comments will allow us to develop training opportunities, policies, and procedures to ensure job satisfaction.

This survey should take no more than 10 minutes to complete.

Thank you for your input.

Please return this survey to your HR Unit Rep or designate

If you prefer, you may return it to Organizational Effectiveness, 121-50 USB.

In addition to a departmental exit interview, employees may utilize the Offices of Equal Opportunity and Diversity or the Office of the Ombudsperson for a confidential exit interview.

1. Please list the department where you worked when you left.

2. Please select your employment classification at the time of termination/transfer.

- Merit/AFSCME
 Merit Supervisory Exempt/Confidential
 Professional & Scientific, non-organized
 Professional & Scientific - SEIU
 Other (please describe)

3. How long were you employed by the University of Iowa?

- less than 1 year
 more than 1 year, but less than 6 years
 more than 6 years, but less than 10 years
 more than 10 years

4. Why are you leaving your current position? Please check all that apply.

- moving out of the area
 to further education (mine or my spouse's/partner's)
 accepting another University position
 accepting a position outside of the University
 family circumstances
 dissatisfaction with current position
 retiring

Other (please specify) _____

5. Please rate the items below in terms of your satisfaction with each during your employment at the University:

	Very unsatisfied	Unsatisfied	Satisfied	Very satisfied	No Opinion
Type of work					
Pay/compensation					
Benefits package					
Resources to do your job					
Physical working conditions					

6. Feel free to comment on your responses to any of the above statements.

7. Please rate your level of agreement with the following statements as they related to your most current position at the University:

	Strongly Disagree	Disagree	Agree	Strongly Agree	No Opinion
The volume of work my supervisor expected of me was reasonable.					
My supervisor was available when I needed					

assistance.					
There was cooperation among the employees in my department.					
The lines of communication were open and policies were made clear.					
My supervisor had a knowledge and understanding of my responsibilities.					
I was treated fairly by my supervisor.					
I would consider University employment in the future.					
I would recommend others to consider University employment.					
My work facilities were safe and contributed to a good working environment.					

8. Feel free to comment on your responses to any of the above statements

9. Please note your level of agreement with the statements below.

The following played a part in my reason(s) for leaving:	Strongly Disagree	Disagree	Agree	Strongly Agree	No Opinion
My relationship with my direct supervisor.					
My relationship with management above my direct supervisor.					
My supervisor's relationship with the management directly above him or her.					
My relationship with my co-worker(s).					
The atmosphere in my department/unit.					

10. Did you receive a written performance appraisal annually during your most recent position at the University?

Yes No

11. Were you given the opportunity to meet with someone in your department to discuss your reason(s) for leaving?

Yes No Not Applicable

12. Was an exit checklist used to insure that you returned keys and completed all necessary paperwork?

Yes No Not Applicable

13. Please mention any employee or manager at the University of Iowa who contributed positively to your employment experience.

14. What constructive comments do you have to make the University of Iowa a better place to work?

Please return this form to your HR Unit Rep, [insert name of HR Rep]. If you wish, you may return this form to your College or Department, or to Organizational Effectiveness, 121 USB. If you wish to discuss your responses to the survey in more detail or have any other concerns regarding University employment, you may make an appointment to see your HR Unit Rep, your HR College/Org Rep, or Organizational Effectiveness. Thank you for your participation.

If you chose to return this form to Organizational Effectiveness, please check this box if it is ok to share your comments verbatim with your department.