Dear HR Unit Representative:

University Human Resources provides this checklist tool to support the transition process when our 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/End of University of Iowa Employment 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/ End of University of Iowa Employment 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 are 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/End of University of Iowa Employment 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: <https://uiowa.qualtrics.com/SE/?SID=SV_3mZgnklSDPkrGrr>

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,



Susan C. Buckley

Vice President for Human Resources

Attachments: Transfer/End of University of Iowa Employment Checklist, Exit Survey

###### Transfer/End of University of Iowa Employment Checklist

The University of Iowa

###### 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 \_\_\_\_Remove secondary security access \_\_\_\_Update HR system access 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: |  |  |

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###### Transfer/End of University of Iowa Employment 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/End of University of Iowa Employment Checklists”. |  |  |
|  | If employee is ending University of Iowa employment, 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. |  |  |
|  | For retirees, advise employee to contact ITS at 319-384-0800 if s/he wishes to continue UI email account. |  |  |
|  | Send employee’s final time record to Payroll |  |  |
|  | Review University guidelines regarding [P&S and Merit personnel files](http://www.uiowa.edu/~our/opmanual/iii/07.htm#72) in the Operations Manual or view the information at: |  |  |
|  | 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 ending University of Iowa employment, explain that access to the [Self Service site](https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/) 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. Other:  |  |  |

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###### Transfer/End of University of Iowa Employment 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](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.
* Fill out a cancellation form for your Recreational Services Payroll Deduct Membership at the Campus Recreation and Wellness Center, Field House or the Hawkeye Tennis Recreation Complex.

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](http://hr.uiowa.edu/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 under age 55

* 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 end employment. You have the right to purchase a conversion plan for life insurance, but you must apply within 30 days of your last day of employment.
* You will automatically be paid for any unused vacation approximately one month after your last day of employment.
* Any unused sick leave is lost unless eligible for payment under the rules of retirement.

Benefits FYIs age 55 or older

* If you terminate and you are age 55 or older, you will be considered as a University **retiree** for benefits purposes. You will be eligible for certain benefits.
* Contact the [Benefits Office](http://hr.uiowa.edu/benefits) at least six weeks prior to your termination date to schedule an appointment to complete the necessary paperwork. Please review the [Retirement from the University Process Information](http://http:/hr.uiowa.edu/retirement/university-process) and the [frequently asked questions for retirees.](http://hr.uiowa.edu/faq?title=&field_faq_category_tid=All&page=15)

**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.

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###### Transfer/End of University of Iowa Employment Checklist

###### (Employee Responsibilities continued)

**Health Care** – If you terminate employment during the year, to be eligible for reimbursement, expenses must be incurred by the end of the month in which you terminate employment. Any services incurred after that time will not be reimbursable under this program, unless you elect to continue participation on an after-tax basis through COBRA. You have until April of the following year to submit any claims. All funds remaining after April of the following year are forfeited to the University.

### 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 last day of employment 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 you are ending your University of Iowa employment, limited information on the Self Service site will remain available for 18 months, provided your password is kept current. If access is denied, follow Help instructions on the site at

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

\*If you are a retiree, you have continued access to your email account. See

[http://uiowa.edu/apps2/support/article/1539](http://its.uiowa.edu/support/article/1539)

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### 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.

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###### 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 1year, but less than 6 years |  more than 6 years, but less than10 years |  more than 10 yearsshim |

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 workshim |  |  |  |  |  |
| Pay/compensationshim |  |  |  |  |  |
| Benefits packageshim |  |  |  |  |  |
| Resources to do your jobshim |  |  |  |  |  |
| Physical working conditionsshim |  |  |  |  |  |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| shim | Strongly Disagreeshimshim | Disagreeshimshim | Agreeshimshim | Strongly Agreeshim | No Opinionshim |
| shimThe volume of work my supervisor expected of me was reasonable.shim  |  |  |  |  |  |
| shimMy supervisor was available when I needed assistance.shim  |  |  |  |  |  |
| shimshimThere 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.shim  |  |  |  |  |  |
| shimI was treated fairly by my supervisor. shim |  |  |  |  |  |
| 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The following played a part in my reason(s) for leaving:shim | Strongly Disagree | shimshimDisagree | Agree | Strongly Agree | No Opinionshim |
| My relationship with my direct supervisor. |  |  |  |  |  |
| My relationship with management above my direct supervisor. |  |  |  |  |  |
| shimMy 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

1. 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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.

 **I 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.**