

EMPLOYEE SEPARATION FORM

An employee will use this form upon leaving the University of Baltimore to record the return of any UB-owned property and the resolution of any financial obligations. The employee will be held responsible for any unreturned property.

EMPLOYEE	<input style="width: 95%;" type="text"/>	LAST DATE OF WORK	<input style="width: 95%;" type="text"/>	Transferring to another Maryland State agency?
DEPARTMENT	<input style="width: 95%;" type="text"/>	POSITION	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Managers and Supervisors

Under Department/Job Required Items, check any items the employee has been issued. **If the employee is being terminated involuntarily, the manager must obtain and return the property to the appropriate office.**

Employee

- Return any UB-owned equipment to the offices listed and settle any financial obligations. If your manager has checked any of the boxes in the first table, you are required to return those items and obtain a release signature. If you have obtained any items from the second table, arrange the return or payment with that office. You are encouraged to obtain signatures when returning materials. You are responsible for repayment of any missing equipment and debts.
- If your address and phone number are changing, update your information in MyUB Portal (HR Self Service - My Personal Information) and follow the links to update your address elsewhere. Failure to do so can delay your last paycheck, end of year tax information, and benefit-related materials.
- Regular employees will be contacted by HR to schedule an exit interview. You are welcome to contact HR at your convenience to schedule the interview.
- After you return all UB property and complete this form, bring the form and your UB ID card to the Office of Human Resources.

DEPARTMENT/JOB REQUIRED ITEMS

	Action	Office	Signature (Required if box is checked by your manager)
<input type="checkbox"/>	Keys	Human Resources, x5410	
<input type="checkbox"/>	UB Credit Card	Procurement, x5717	
<input type="checkbox"/>	Cell phone, laptop, PDA, beeper	Your department	
<input type="checkbox"/>	Uniforms	Your department	
<input type="checkbox"/>	Academic Record Complete (faculty only)	Appropriate Dean's Office	
<input checked="" type="checkbox"/>	University ID Card	Human Resources, x5410	

I have identified which items above the employee is responsible for returning. In the event of an involuntary termination, I have obtained the items and will return them to the appropriate office.

Supervisor/manager signature _____ Date _____

EMPLOYEE-OBTAINED ITEMS AND FEES

Action	Office	Release Signature
Parking Tickets	www.ubalt.edu/parking x5735	
Debts	Bursar, x4848	
Late fees and borrowed items	Bogomolny Library x4260	

Action	Office	Release Signature
Late fees and borrowed items	Law Library, x4554	
Technology hardware and software	OTS Call Center, x6262	

My signature serves as acknowledgment that I have returned any property owned by University of Baltimore and resolved any financial obligations. I acknowledge I will be held financially responsible for any unreturned property that was obtained as part of my job function. I understand the University reserves the right to recover property or the replacement cost for any damaged or unreturned property.

Employee signature _____ Date _____

HR USE ONLY

<input type="checkbox"/> Unemployment	<input type="checkbox"/> Health Insurance	
<input type="checkbox"/> University ID	<input type="checkbox"/> Financial Disclosure	
<input type="checkbox"/> Retirement	<input type="checkbox"/> Reinstatement Info	