



SEPARATION CHECKLIST

Updated 1.9.2019

Employee Name	Employee ID	Separation Date
Position	Department	

Please complete the following:

- Complete Management Action Form (MAF) – available in PeopleConnect: <https://ucsf.connectmehr.com>
- Verify current mailing address and include it on the MAF if it has changed

<p>For Voluntary Separations (Resignations), <i>please do the following:</i></p> <ul style="list-style-type: none"> • Submit a Separation MAF via PeopleConnect at least 72 business hours prior to the employee's termination date. (Employees who resign without giving at least 72 hours' notice may have to wait up to 72 hours from the time of notice to receive final paycheck) • Have the resigning employee contact Medical Center payroll to arrange for the last check. Please contact Payroll at (415) 476-2126 or email: hbsproctr@ucsf.edu • Inform employee that he/she will be contacted by Healthstream Research, an outside organization contracted with UCSF Medical Center, to conduct a confidential and anonymous exit interview via telephone. 	<p>For Involuntary Separations (Terminations for cause, releases, etc), <i>please do the following:</i></p> <ul style="list-style-type: none"> • Email PAF (Personnel Action Form) to Employee Relations Consultant for signature at least 72 business hours prior to the separation date. • Contact Medical Center Payroll to arrange for the final paycheck to be delivered. Please contact Payroll at (415) 476-2126 or email: hbsproctr@ucsf.edu
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- Verify employee's final hours have been entered into HBS
- Have the employee complete the Consent to Access Electronic Information Form (MyAccess Required) - https://ucsf.service-now.com/ess/order_accounts.do
- Retrieve and destroy employee's ID Badge
- Retrieve keys, keycards, credit card, pager, blackberry, laptop, and any other medical center property in employee's possession.
- If applicable, retrieve Ambulatory Services cash box, key and petty cash fund. These items must be returned to the Cash/Cashbox Coordinator in Ambulatory Services Administration.
- Cancel any security access, ie: door lock keypads,
- UCSF Parking Permits/Access Cards returned to the UCSF Parking and Transportation Office, at 500 Parnassus Avenue, MU G26.
- Revoke the employee's access to IT systems.
Note – with your submission of a Separation MAF, access to the following systems will also be terminated: Carecast (UCare), eDisclose, IDX Flowcast, MC Email, Network (windows/AD), NGS/Ivans, ONTRAC, Picis, Pyxis, Remedy, Sentillion (UCare), SMS, STOR, Telephone Authorization Code, TSO, VPN, Web Framework (UCare)