



Employee Checklist

(To be retained in employee file and updated during hire, transfer, termination or extended leave.)

Employee Name _____ Department _____

Hire Date _____ Termination Date _____

	HIRE		EXIT/OTHER	
	Date	Initials	Date	Initials
Payroll documents complete See http://bg.uoregon.edu/hris/hrisguid.htm Click employee family (GTF, Classified), look for action (hire, etc.).				
Employee training scheduled				
ID Card/Building Access Codes				
Photocopier Codes				
UO Equipment:				
Employee signed campus usage of equipment statement.				
Employee returned all loaned equipment.				
Building Access				
Building Key Nos.				
Locker Number				
Telecommunications and Mail Services				
Audix access				
Long Distance Phone Authorization				
Work order prepared for phone				
Telecomm notified of termination				
Mailing lists updated with Mail Services				
Purchasing and Contracting Services				
Procurement Card (VISA)				
Signature Authorization (Purchasing notified of termination)				
Computing Accounts				
VMS User ID				
BANNER User ID				
Local Area Network ID				
E-mail account				
Computer files managed				
Other				