

Dear Name,

Thank you for your contribution to the University of Houston. As you move to your next chapter, please see the resources below to ensure a seamless transition as you leave the university.

### **E-Termination Checklist**

All separating employees must complete a Termination Checklist. The checklist serves as a reminder of items to be returned and security access to be turned off.

### **Benefit Coverage**

All insurance coverage ends at midnight on the last day of the month in which the individual's employment terminates, except long term disability and accidental death and dismemberment (AD&D), which end at midnight on the day the employee terminates. Once terminated, eligible employees and covered dependents qualify for continued coverage through [COBRA](#).

### **Retirement Plans**

Active employees may have participated in one of two employer sponsored plans. The Optional Retirement Plan which requires participation for one year and one day for vesting or Teachers Retirement System which requires participation for five plan years for vesting.

Please contact TIAA at 844-567-9090 for questions related to ORP.

Please contact TRS at 800-223-8778 for questions related to TRS.

### **Transfer of Prior State Service**

If you are transferring to another State agency or public institution of higher education, your vacation and/or sick leave accruals may be transferred. Please submit your new State agency or public institution of higher education form to HR Service Center at [hrdocs@uh.edu](mailto:hrdocs@uh.edu).

### **Unused Paid Time off**

Employees will be paid their paid time off leave balance up to their annual accrual amount. Sick leave balances are not paid when an employee leaves UH.

### **Exit Interview**

Please complete the following [UH Exit Survey](#). Your responses will remain confidential and will not be placed in your personnel file.

### **Intellectual Property**

Please be reminded that UH owns any invention created by faculty or staff utilizing UH resources that are discovered while performing employment responsibilities. Any such invention must be disclosed to the Office of Intellectual Property Management prior to terminating your employment. Please disclose any inventions by submitting a completed and signed IP Disclosure Form to OIPM ([oiipm@central.uh.edu](mailto:oiipm@central.uh.edu)). Disclosure form can be found at [www.uh.edu/research/tech-transfer/oiipm/](http://www.uh.edu/research/tech-transfer/oiipm/)

### **Human Subjects**

All active human subjects studies for which you are Principal Investigator must either be closed or transferred to another PI.

- To CLOSE: Please go into ICON, click Create Modification/CR; Choose CR continuing review; options will be provided to close the study.
- To TRANSFER: Ensure the transfer is approved by Department or College, and is in line with funding agency requirements. Click Create Modification/CR; Choose Modification, and

indicate other parts of the study. The PI may be changed on the Basic Information page of the Smartform.

- For questions, contact [CPHS@central.uh.edu](mailto:CPHS@central.uh.edu).

### **Animal Subjects**

Please contact the IACUC Coordinator at [IACUC@central.uh.edu](mailto:IACUC@central.uh.edu). Documentation is required to close or transfer. If closing, it must be confirmed that no animals remain in the animal facility.

### **Animal Facility Access**

Please contact [ACO@uh.edu](mailto:ACO@uh.edu) to inform ACO of the termination of a UH student from a project. Students that remain on campus need to be manually removed from the animal facility access.

Again, we value your contribution and thank you for your service to the University of Houston. If you have any questions regarding any of the reminders or other subjects that have not been addressed, please contact the Human Resources Service Center at 713.743.3988.

Thank you,

Human Resources  
University of Houston  
[hrsc@uh.edu](mailto:hrsc@uh.edu)  
713-743-3988