

**Employment Termination Checklist**

This checklist can be used by a department when a staff member leaves its employment, assuring that University property is returned and systems security is updated.

**Keys to be turned in**

- Desk/Filing Cabinets/Lockers/Mail Box/Vehicles
- Office/Department/Building access
- Petty Cash Box
- Alarm System
- Other (please identify):

Yes	No	N/A

**Phone system**

- Deactivate long distance authorization code
- Deactivate telephone calling card
- Voicemail deactivated/security code provided to department
- Turn in cell phone
- Check phone bills for any personal calls needing payment

Yes	No	N/A

**University property to be turned in**

- Office furniture and equipment
- Equipment at home (computers, printers, modems, etc)
- Laptop or other computers
- Documentation/Manuals
- Other (please identify):
- P-card or AMEX corporate credit card returned to department
- Wildcard turned in

Yes	No	N/A

**Payroll/Personnel**

- Mail forwarding address provided (if applicable)
- Timesheet prepared/signed
- Direct employee to submit vacation accruals via Self Service
- Approve vacation accruals via Self Service
- Send to HR the appointment form with termination

Yes	No	N/A

**Miscellaneous**

- Outstanding travel or other reimbursements to be paid
- Computer file passwords given to dept./personal info removed

Yes	No	N/A

**Notifications**

- Appointment/position form submitted to HR

Yes	No	N/A

**Computing access**

- Deactivate department LAN access
- Deactivate CUFS access, including EPPS
- Deactivate Meeting Maker account
- Deactivate HRIS and Vista access
- Deactivate SES access
- Other (please specify):

Yes	No	N/A