Employee Termination Checklist for Supervisors

Employee Name: __________________________________________________________________________________
Supervisor:_____________________________ Dept: ________________ Account #: ___________________________
Forwarding Address (if changed): _______________________________________________________________ ______
___________________________________________________________________________________________ ______
Phone number:  Day: (       ) __ __ __ - __ __ __ __                               Eve: (       ) __ __ __ - __ __ __ __
Last day worked: ________________

Instructions: Please put your initials and the date next to the action that has been taken.

☐ Voluntary Termination

☐ Involuntary Termination (Steps to follow)

☐ Other (Death, Military, etc.)

□ Obtain resignation in writing from Employee
□ a) Corrective action followed
□ b) Employee explanation provided
□ c) Human Resources reviewed information
□ d) Letter of termination including reasons

□ Other: ______________________________

□ Received supporting documentation
□ c) Human Resources reviewed information
□ d) Letter of termination including reasons

List: ___________________________________

Review With Employee

□ Effective Date of Termination
□ Final wages
□ Check to be picked up
□ Check to be mailed (Verify address above)
□ Direct Deposit
□ Benefit pay
□ Accrued time off
□ When received
□ Other proprietary information
□ Separations resources (Benefits, etc)
□ Rehire eligibility: Same dept. Other dept
□ Yes No
□ Yes No
□ How references will be handled
□ Subsequent access to premises
□ Direct Deposit Cancellation
□ Return Parking Tag to Parking Services
□ (Dept can collect and return)

Collect

□ All keys (locker, bldg., desk, cabinets, etc.)
□ Credit cards/Travel cards
□ Time Sheet/PTO Card (employee should fill out before they leave)
□ ID Cards (remove building access)
□ Laptop computers/Loaned equipment
□ Reference/Training/Project manuals
□ Laptop computers/loaned equipment
□ Any other university property:
□ Other: ______________________________

Cancel

□ Computer access (revoke server & workstation access)
□ Security codes
□ Cancel KFS, HRMS, access
□ Remove from phone list – dept & univ
□ Remove from email list/web site
□ Change known passphrases of dept accts
□ Cell Phone Arrangements

Give to Employee (Optional)

□ Exit Interview
□ Printed copy of Benefits booklet
□ Contact information for HR
□ Contact information for dept
□ Other: ______________________________

Notes:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Signature of Supervisor and Date:_______________________________________________________
Employee Termination Checklist

INITIALLY SEND NOTIFICATION TO:

Chair/Director: __________________________________________________________________________
Fiscal Officer: ____________________________________________________________________________

ADMINISTRATIVE FOLLOW-UP:

____ Complete Termination Checklist
____ Complete term-out E-Doc and route (Use the day after last day worked for term-out)
____ Send appointment termination letter – Adj. Faculty
____ Prepare paper Adjustment Voucher and send to HR (Include last payment and payoff of accrued time)
____ Post job position on PeopleAdmin
____ Update University Phone Directory
____ Update Organizational Chart
____ Update Staff Lists
____ Notice to faculty/staff – Staffing update announcement
____ Clean work area, remove personal belongings
____ Update Mailbox
____ Delete HRMS access

Campus Administrative Training Series
Budgetary Administration and Planning
Send your comments/suggestions on how to improve this form.

Disclosure: This form is to be used as a guideline. We acknowledge that units could have their own unique procedures and/or additional steps. You may use this form and adapt it as necessary.