Employment Termination Checklist

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

Keys to be turned in	**Yes**	**No**	**N/A**
Desk/Filing Cabinets/Lockers/Mail Box/Vehicles			
Office/Department/Building access			
Petty Cash Box			
Alarm System			
Other (please identify):			

Phone system	**Yes**	**No**	**N/A**
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			

University property to be turned in	**Yes**	**No**	**N/A**
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			

Payroll/Personnel	**Yes**	**No**	**N/A**
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			

Miscellaneous	**Yes**	**No**	**N/A**
Outstanding travel or other reimbursements to be paid			
Computer file passwords given to dept./personal info removed			

Notifications	**Yes**	**No**	**N/A**
Appointment/position form submitted to HR			

Computing access	**Yes**	**No**	**N/A**
Deactivate department LAN access			
Deactivate NU Financials access			
Deactivate Meeting Maker account			
Deactivate HRIS and Vista access			
Deactivate SES access			
Other (please specify):			