



Checklist for Terminating/Transferring Employees

Instructions: The employee's supervising authority is responsible for completing this checklist by the end of the employee's last day of employment. Please initial each item as it is completed. Both the employee and the supervising authority should sign the form when complete. Please forward the completed form to Human Resource Services – Records (for hourly or administrative/professional staff) or to Academic Personnel (for faculty or graduate assistants.)

- _____ 1. Assure that all outstanding leave has been submitted and approved.
- _____ 2. Remind employee to clear any outstanding accounts on campus (i.e., parking and/or library fines, etc.)
- _____ 3. Collect any University keys issued to the employee, including card keys, and deactivate code(s) on security access system(s).
- _____ 4. Obtain any University equipment or other materials assigned to the employee, e.g. uniforms, tools, computer equipment.
- _____ 5. Collect employee's FlashCard.
- _____ 6. Obtain any parking permits, including service permits. Return parking permit to Parking Services.
- _____ 7. Obtain any credit card(s), e.g., purchasing card, telephone card or fuel card, if applicable.
- _____ 8. Remove the employee's authorized signature from budget(s), bank accounts, Bursar's check-pick up, etc.
- _____ 9. Collect any petty cash/change fund(s) assigned to employee and reconcile balance.
- _____ 10. Prepare Notification of Voluntary Separation located on-line in the 'Workflow & Utilities' channel in Flashline (My Action Items Tab).
- _____ 11. Send original letter of resignation or retirement to Human Resource Services, Records Office (for classified or unclassified) or Academic Personnel (for faculty).

Signed:

Supervising Authority Date

Employee Date

Department

Employee Name (Please Print)