

## Termination Checklist

**Name:** \_\_\_\_\_

**Term Date:** \_\_\_\_\_

Task	Date Completed	Initials
<b>Prior To Termination</b>		
Obtain Letter of Termination		
Update Position Data/Position Description if appropriate		
Post Job Requisition via HRIS		
Input Term/Retire etc. into HRIS, as appropriate		
Notify OHR with Vacation Payout		
Provide Information on Cobra		
Provide Information on Retirement Contributions		
Provide Information on Parking Refund		
(NOTE: For transfers work with the new department)		
<b>Last Day</b>		
Collect Keys		
Collect ID		
Collect Procurement Card, as appropriate		
Cancel Copy Code/Plus Number, as appropriate		
Cancel other computer access, as appropriate		
Change computer passwords		
Notify Mail Service		
Notify OIT, as appropriate		
Secure Forwarding Address		
Complete Exit Interview		
Pull Personnel File from Active to Inactive file		
Collect Last Timesheet, if appropriate		