

## Employee Termination Checklist

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**  
 \_\_\_\_\_ Obtain resignation in writing from Employee

**Other (Death, Military, etc.)**  
 \_\_\_\_\_ Received supporting documentation  
 List: \_\_\_\_\_

**Involuntary Termination (Steps to follow)**  
 \_\_\_\_\_ a) Corrective action followed  
 \_\_\_\_\_ b) Employee explanation provided  
 \_\_\_\_\_ c) Human Resources reviewed information  
 \_\_\_\_\_ d) Letter of termination including reasons

<p><b>Review With Employee</b></p> <p>_____ Effective Date of Termination</p> <p>_____ Final wages</p> <p>    <input type="checkbox"/> Check to be picked up    Where? _____</p> <p>    <input type="checkbox"/> Check to be mailed        Where? _____</p> <p>_____ Benefit pay</p> <p>    <input type="checkbox"/> Accrued time off</p> <p>    <input type="checkbox"/> When received</p> <p>_____ Benefits information summary</p> <p>_____ Rehire eligibility:    Same dept.    Other dept.</p> <p>  Y    N                    Y    N</p> <p>_____ How references will be handled</p> <p>_____ Subsequent access to premises</p> <p><b>Give to Employee (Optional)</b></p> <p>_____ Exit Interview</p> <p>_____ Benefits booklet</p> <p>_____ Contact information for HR</p> <p>_____ Contact information for Dept.</p> <p><b>Other</b></p> <p>_____ Clean work area, remove personal belongings</p> <p>_____ Process Termination eDoc</p>	<p><b>Collect</b></p> <p>_____ Uniform</p> <p>_____ All keys (locker, bldg., desk, cabinets, etc)</p> <p>_____ Two-way radio</p> <p>_____ Cellular phones</p> <p>_____ Pagers</p> <p>_____ Credit cards</p> <p>_____ Time card</p> <p>_____ Safeword card</p> <p>_____ ID cards</p> <p>_____ Laptop computers</p> <p>_____ Reference/Training/Project Manuals</p> <p>_____ Other proprietary information</p> <p>_____ Photocopy cards</p> <p>_____ Parking tag (return to Parking Services)</p> <p>_____ Any other Univ. property: _____</p> <p><b>Cancel</b></p> <p>_____ Computer access</p> <p>_____ Long distance authorization</p> <p>_____ Credit cards</p> <p>_____ Security codes</p> <p>_____ Direct Deposit</p> <p>_____ Cancel email (exchange-admin@iupui.edu)</p> <p>_____ Remove from phone list - dept. and IUPUI</p>
<p><b>Notes:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Signature of Supervisor and Date: _____</p>	