Resignation/Termination Checklist

This checklist is provided to assist employees in completing the separation process and outlines exit procedures for:

- Regular, part-time and temporary faculty and staff
- Whose employment ends due to resignation, termination, retirement or death.

Supervisor and/or Departmental responsibilities are included to ensure all obligations to the University are appropriately completed.

Employee's name_____   CWID#_____

Department_____   Termination Date_____

Forwarding Address_____

Employee Responsibility

- ☐ Contact the Benefits office in the HR Service Center (G-69 Rose Administration Building, telephone: 348-7732), to schedule an individual consultation about insurance and retirement information.
- ☐ Provide forwarding address to the HR Service Center located in G-69 Rose Administration Building.
- ☐ Pay any outstanding debts to appropriate campus units (e.g., parking tickets, long distance calls).
- ☐ Return all University Library materials and reconcile outstanding fines and fees.
- ☐ Return all University property (e.g., keys, uniforms, cell phone, long distance calling cards, pager, laptop/computer equipment, audiovisual equipment, cameras, exhibits, lab equipment, tools, P-card, credit cards, copy cards) to appropriate departmental personnel.
- ☐ Complete, sign and submit your final time sheet(s) and leave form(s) as applicable and submit to appropriate departmental personnel.
- ☐ Remove all personal items from your work space.
- ☐ Submit this completed checklist to your supervisor or departmental representative.

Supervisor or Department Responsibility

- ☐ Collect Staff ID Card/Departmental ID Card
- ☐ Ensure all University property has been returned (e.g., keys, uniforms, cell phone, long distance calling cards, pager, laptop/computer equipment, audiovisual equipment, cameras, exhibits, lab equipment, tools, P-card, credit cards, copy cards, parking permit).
- ☐ Deactivate computer and security access, as well as e-mail account.
- ☐ Process final time sheet(s).
- ☐ Collect the Termination Checklist
- ☐ Initiate terminating PA form.