

Employee Termination Checklist

INITIALLY SEND NOTIFICATION TO:

Chair/Director: _____

Fiscal Officer: _____

ADMINISTRATIVE FOLLOW-UP:

- Complete Termination Checklist
- Complete term-out E-Doc and route (Use the day after last day worked for term-out)
- Send appointment termination letter – Adj. Faculty
- Prepare paper Adjustment Voucher and send to HR (Include last payment and payoff of accrued time)
- Post job position on PeopleAdmin
- Update [University Phone Directory](#)
- Update Organizational Chart
- Update Staff Lists
- Notice to faculty/staff – Staffing update announcement
- Clean work area, remove personal belongings
- Update Mailbox
- Delete [HRMS Access](#)

[Campus Administrative Training Series](#)

Budgetary Administration and Planning

Send your [comments/suggestions](#) on how to improve this form.

Disclosure: This form is to be used as a guideline. We acknowledge that units could have their own unique procedures and/or additional steps. You may use this form and adapt it as necessary.