

# R-I-T Department of Human Resources Employee Termination Checklist

Return completed form to HR – Does not need to accompany EAF

<b>Employee Name:</b> _____		
<b>Supervisor:</b> _____	<b>Dept.:</b> _____	
<b>Forwarding Address</b> (if changed): _____		
<b>Last Day Worked:</b> _____	<b>Phone:</b> Day: ( ___ ) ___ - ___ - ___	<b>Eve.:</b> ( ___ ) ___ - ___ - ___

**Instructions:** Place your initials and the date next to the action that has been taken.

<p><b>Voluntary Termination</b>          _____ Obtain resignation in writing from employee</p> <p><b>Retirement</b>          _____ Obtain letter of intent to retire from employee</p>	<p><b>Involuntary Termination</b> <i>(steps to follow)</i></p> <p>_____ a) University policies followed (performance, progressive discipline, layoff)</p> <p>_____ b) Human Resources review and approval obtained</p> <p>_____ c) Employee explanation provided</p> <p>_____ d) Written confirmation to employee sent</p>
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**Review with employee**

___ Payment of Unused Vacation	___ Disposition of Funds on Flex Card (Tiger Bucks)	___ Distribution of Incoming US Mail
___ Status of current work	___ Location of important files	___ Outstanding reimbursements expenses
___ Removal of Parking Sticker	___ RIT Registered Software must be removed from home computers	___ Update of Intellectual Property agreements
___ Provide HR Contact Information – HR Services Manager Name and Benefits Rep Name	___ Review Exit Interview procedures – refer to HR Services Manager	

**Collect from employee**

___ RIT ID card	___ Dept. ID (if any)	___ Keys (office, files, vehicle, etc.)
___ Cell phone	___ Calling card	___ Pager
___ 2-way radio	___ PDA (Palm, Visor, etc.)	___ Laptop, other computer equipment
___ Procurement & credit cards	___ Manuals and books (reference, training, project)	___ Tools
___ Library books	___ Uniforms	___ Time cards
___ Vehicle registration (if RIT-owned vehicle)		

**Action Items**

___ Contact Campus Safety to cancel employee's security access to area	___ Contact ITS to change password for Voice Mail	___ Change outgoing Voice Mail message
___ Contact ITS HelpDesk, to change password for: Computer Account, Oracle, IBM Enterprise Server, VPN	___ Balance Petty Cash Fund prior to termination and provide name of new custodian to Accounting	___ Cancel cell phone service
___ Contact system administrator to change local password	___ Change passwords for other systems/networks accessed by employee	___ Contact Purchasing to cancel travel and/or procurement card
___ Change photocopier codes	___ Remove from phone lists and internal e-mail lists	___ Change Vault/Safe Combinations

**Supervisor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Ext:** \_\_\_\_\_