

**EMPLOYEE TERMINATION CHECKLIST**

NAME \_\_\_\_\_

EMPL. ID. # \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

TERMINATION DATE \_\_\_\_\_

**Terminating staff and faculty** must return all CWRU property and equipment to the issuing department on or prior to their last working day. Terminating employee's final pay will typically be in the form of a live check, issued the next normal pay period, and available for pick up at the HR Records Office, Crawford Hall 220.

**Transferring employees** - Supervisors must still remove access to internal department systems and collect department items. Transferring employees should also return keys to access services.

**SUPERVISOR'S RESPONSIBILITY**

- Complete the [Personal Action \(PAF\) Form](#) and return to [HRRecords@case.edu](mailto:HRRecords@case.edu).
- Email [Access Services](#) at [access@case.edu](mailto:access@case.edu) to verify deactivation of ID card (i.e. building and office access).
- Email Telephone Services at [adphone@case.edu](mailto:adphone@case.edu) the employee is no longer with the university. The assigned phone should be put in the name of the department or replacement's name. Request the voice mail message be reset to the default code of the department. Re-do the voice mail message to refer to another employee who can assist callers. The voice mail can be changed at a later date to accommodate the needs of the department.
- If email should be forwarded to another employee, a bounce response is requested to incoming emails, or network access should be shut down before normal [U]Tech procedure (e.g. three months), email [network-id@case.edu](mailto:network-id@case.edu). Included who the email should be forwarded to and/or the requested bounce language.
- Remove access to any and all internal department systems (i.e. local systems, networks, servers that are controlled by the department) that are not under the control of central [U]Tech.
- If the terminating employee holds email records which are subject to Document Retention per the [Email Retention Policy](#), the supervisor must collect any pertinent email from the terminating employee **before** they depart.
- Collect any Department items (non-exhaustive list below).

<input type="checkbox"/> Desk Keys	<input type="checkbox"/> Purchasing Procurement Card (P-Card) and Travel & Expense Card (T&E Card)	<input type="checkbox"/> Lab equipment, research, books, and work-related materials
<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Parking Stamp and Log Book	<input type="checkbox"/> Computing devices, accessories, peripherals (e.g. iPads, backup drives)
<input type="checkbox"/> Uniforms	<input type="checkbox"/> Card No.	<input type="checkbox"/> University data removed from personally owned equipment (e.g. smart phones and personal laptops)

**IF THE TERMINATING EMPLOYEE IS A CWRU ALUM**

- Confirm that if they receive any work-related correspondence after leaving, their professional responsibility is to protect the information from disclosure, and to email the CWRU Information Security Office ([security@case.edu](mailto:security@case.edu)) to correct the situation.

**EMPLOYEE'S RESPONSIBILITY**

- Return university ID card to Access Services (*Crawford Hall, Ground Floor*).
- Failure to return university ID card will result in a fine of \$25.**
- Return parking permit/hangtag to Access Services (*Crawford Hall, Ground Floor*), if applicable. Employee will receive a parking voucher to exit the parking facility the last day.
- Return university-issued keys to Access Services (*Crawford Hall, Ground Floor*).
- Failure to return all university-issued keys will result in a fine of \$50 for the first key and \$25 each additional key.**

*Access Services signature confirms receipt in case of later disputed ID, key, or parking charges.*

\_\_\_\_\_  
Access Services Signature

\_\_\_\_\_  
Date

- Update contact information, including forwarding address, by emailing [HRRecords@case.edu](mailto:HRRecords@case.edu) if it is not accurate in HCM.
- Contact the HR Records Office ([HRRecords@case.edu](mailto:HRRecords@case.edu)) to request final pay to be direct deposited or mailed, if desired.
- Complete the [Exit Interview](#) or contact the HR Service Center at [AskHR@case.edu](mailto:AskHR@case.edu) for an in person Exit Interview, if desired.

**Any personal information on Employee's university-owned computer or laptop will be wiped and deleted.**