

**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 direct deposited to the bank account listed HCM on the regular pay date unless otherwise requested prior to the payroll run date.

**Transferring employees** - Supervisors must remove access to internal department systems and collect department items. Transferring employees should also return building keys to access services. **PAF Form should not be submitted for transferring employees.**

**SUPERVISOR'S RESPONSIBILITY**

- Complete the [Personnel Action \(PAF\) Form](#) and return to [HRRecords@case.edu](mailto:HRRecords@case.edu) on or before the employee's last day of employment.
- Email [Access Services](#) at [access@case.edu](mailto:access@case.edu) to verify deactivation of ID card (i.e., building and office access).
- Submit a [telephone services request](#) to have the employee's telephone number put in the name of the department at <https://cwru.teamdynamix.com/TDClient/126/Portal/Requests/TicketRequests/NewForm>. Additionally, request a department voicemail be set up, and provide the name and Case ID of a current employee who will receive the messages.
- If email should (1) be delegated or forwarded to another employee, (2) a bounce response is requested for incoming emails, or (3) network access should shut down before normal [U]Tech procedure, email [help@case.edu](mailto:help@case.edu) to request. Include who the email should be delegated or forwarded to and/or the requested bounce language; and/or the date when network access should be shut down. [U]Tech will obtain necessary approval from HR. It is important to send requests in advance of the employee's final day, to ensure there is enough time to get the approvals and plan for the changes prior to their last day.
- Remove access to 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 university issued laptop and any other university and Department items. This may include cameras, computer accessories, iPads, backup drives, desk keys, cell phones, Procurement cards (P-cards, T&E Cards) Parking Stamps or logbook, lab equipment (including research, books, etc.), and/or uniforms.
- If terminating employee is a CWRU alum:** Instruct 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 at [security@case.edu](mailto:security@case.edu) to correct the situation. Remind them to review the [Alumni Google Workspace FAQ](#) for information about the [Email Routing tool](#) to redirecting emails, and to contact [U]Tech with any questions.
- If terminating employee is a supervisor:** Contact the HR Records Office at [HRRecords@case.edu](mailto:HRRecords@case.edu) to remove the terminating employee as a supervisor of record and update HCM with the new or interim supervisor.

***Employee Responsibility When Leaving the University on next page***

NAME \_\_\_\_\_

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

**EMPLOYEE'S RESPONSIBILITY**

It is the responsibility of the employee to return any university-issued ID, parking permit/hang tag, or keys. All items should be returned to [Access Services](#), located in Crawford Hall, Ground Floor.

**University ID**

- Access Services Staff – Check this box if the employee is returning a university-issued ID card. Failure to return a university-issued ID will result in a \$25.00 fine.

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*Reason a university-issued ID was not returned by the Employee*

**Parking Permit**

- Access Services Staff – Check this box if the employee is returning a university-issued parking permit/hangtag. The employee will receive a parking voucher to exit the parking facility on their last day.

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*Reason a university-issued Parking Permit was not returned by the Employee*

**Keys**

- Access Services Staff – Check this box if the employee is returning university-issued office keys. Failure to return all keys will result in a fine of \$50.00 or the first key and \$25.00 for each additional key.

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*Reason a university-issued Key was not returned by the Employee*

*Access Services signature confirms receipt in case of later disputed ID, office 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. W2s will be mailed to the mailing address on file on/before January 31 of the next year.
- Final paychecks will be direct deposited on the normal payday. Contact the HR Records Office at [HRRecords@case.edu](mailto:HRRecords@case.edu) to request final pay be a mailed paper check, if desired, before the month close.
- 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.
- If a CWRU alum:** Review the [Alumni Google Workspace FAQ](#) and use the [Email Routing tool](#) to redirecting your CWRU email to your personal, external email address.
- Delete all university data from personal equipment (e.g., personal smart phones, personal laptops, etc.).

For more information, please see the [Leaving CWRU website](#), [Termination of Employment Policy](#), and [Termination of Employment Procedure](#).

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