



TERMINATION CHECKLIST – DEPARTMENTAL

Name _____ Department _____

Position _____ Date of Termination _____

- Job Requisition with job description
- Letter of Resignation (if applicable)
- Exit Interview – Advise employee to contact Linda White @7768 for appointment.
- Submit Termination PNF to Human Resources immediately to ensure employee is not overpaid
- Submit final timesheet (non-exempt) to Payroll on last day of work.
- Advise employee to return all university property on last day of work
 - Keys - to department head
 - Corporate Credit Cards (if applicable) – to Financial Affairs
 - Uniforms (if applicable) – to department head
 - Parking Pass & ID card - to Linda White in HR
- Check with Evonne Lawrence, University Library, for any outstanding books or fees - ekelly@loyno.edu - extension 7165.
- Terminate Mainframe access – Contact JoAnn Wellmeyer at 3978
- Terminate E-mail - vaughn@loyno.edu
- Terminate Voice Mail – bertucci@loyno.edu

Department Head Signature

