



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 Human Resources @7757 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 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 - rhuggi@loyno.edu
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Department Head Signature