



## TERMINATION CHECKLIST – DEPARTMENTAL

Name \_\_\_\_\_ Department \_\_\_\_\_

Position \_\_\_\_\_ Date of Termination \_\_\_\_\_

- Job Requisition with job description
- Letter of Resignation (if applicable)
- 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 – return to Rachel Benton, Parking Services
- Check with Evonne Lawrence, University Library, for any outstanding books or fees – [ekelly@loyno.edu](mailto:ekelly@loyno.edu) - extension 7165.
- Terminate Mainframe access – Contact JoAnn Wellmeyer - [jrwellme@loyno.edu](mailto:jrwellme@loyno.edu)
- Terminate E-mail - [vaughn@loyno.edu](mailto:vaughn@loyno.edu)
- Terminate Voice Mail [-rhuggi@loyno.edu](mailto:-rhuggi@loyno.edu)

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Department Head Signature

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