

# EMPLOYEE TERMINATION CHECKLIST

Employee Name:				Employee ID No.:			
SSN No.:				Date of Birth:			
				Department:			
Date Hired:				Separation Date:			
Note:							
The person who will receive access rights over the user's files and directories:				Name:			
				User ID:			

**Department Manager:**

*(All custody forms should be included with this separation/termination checklist.)*

- Keys (office, building, other)
- Badge/ID (office, building, other)
- Card keys (office, building, other)
- Keyless entry account deleted
- Company guidelines and/or manual(s)
- Departmental/company-issued equipment
- Tools/equipment/safety equipment (See attached custody forms for specific items if needed.)
- Purchasing card(s)
- Marketing material
- Telephone calling card/account
- If departmental purchaser, contact suppliers and vendors to cancel employee as authorized purchaser
- Clean out lockers, desk, etc.
- \_\_\_\_\_
- \_\_\_\_\_

**Personnel Department:**

- Remove name from dept. Web page/directories
- Address verified for correspondence
- Benefits information discussed
- Medical COBRA paperwork
- Dental COBRA paperwork
- 401K paperwork/information
- \_\_\_\_\_
- \_\_\_\_\_

**Payroll:**

- If applicable, time sheet signed/submitted
- Benefits information discussed
- Final pay disposition discussed
- \_\_\_\_\_
- \_\_\_\_\_

**IT Department:**

- Network access account (network, mainframe, servers, etc.)
- E-mail account Should e-mail be rerouted? If so: User ID: \_\_\_\_\_
- Computer
- Laptop
- Printer (laser, inkjet, all-in-one)
- Fax and/or copier
- Cell phone and accessories
- PDA
- Pager
- BlackBerry
- Projector
- Voice mail
- Telephone access
- Distribution list
- VPN connection access
- Company-provided dial-up account access
- Cancel specific software access (accounting software, HR software, etc.)
- If authorized to purchase equipment, contact vendors to cancel employee as authorized purchaser