Employment Termination Checklist

Instructions to Manager. Complete this checklist for employees who are terminating employment or transferring to other departments prior to the employee’s last day of employment. Return the completed checklist to the Human Resources Department.

Employee Name ___________________ Today’s date ____________

Department ___________________ Employee’s termination date ____________

1. Identify all property that the employee is required to return before exiting. Collect these items.
   - Keys
   - Books/materials/supplies
   - Computers/laptops
   - Computer documents/records/files
   - Hard-copy files
   - ID badge
   - Cell phone
   - Gas card
   - Uniforms
   - Building entry pass
   - Vehicle
   - Equipment: _________________________________________________________
   - Other: _____________________________________________________________

2. Identify systems that require disabling. Contact Information Technology Dept.
   - Passwords
   - Computer access
   - Other: _____________________________________________________________

3. Identify processes for transferring program knowledge/job-specific information.
   - Transition document of key departmental information/projects status/contracts
   - Transition meeting of job-specific information
   - Other: _____________________________________________________________

Identify items you were unable to retrieve from the employee.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Explanation or further action required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

Manager Completing Form ___________________ Date ___________________

For Human Resources Department Use Only

- Further action required (specify)
- No further action required
- Technician (initials) Date _______

HR Forms 6-09