

CAS End of Employment Checklist

Supervisors and department administrators should use the following checklist as a guide when an employee leaves the University. It should be completed prior to the terminating employee's last day of work and should then be kept on file in the department.

Employee Name: _____
Department: _____
UID: _____ Last Day of Work: _____
Position: _____

Type of Termination

Involuntary

Voluntary

Forward employee's letter of resignation to the CAS Business Office

Confirm last day of work

Confirm reason for leaving _____

Obtain personal email to ensure ESS access _____

Inform employee to contact Human Resources regarding Benefits

Notify ISSO if employee is on a visa

Submit PS-1 and justification letter to CAS Business Office to post open position

Access Information

Remove employee's name from:

Distribution/email lists

Internal/office phone lists

Website

Building directory

Change/transfer phone extension and change voicemail

Deactivate long distance access code

Disable security codes if necessary

Change office mailbox

Clean work area and remove personal belongings

Items to Collect by Last Day of Work

Keys (office , building , desk , file cabinets , other)

Terrier ID Card

SecureID

Business cards

P-Card and/or Diner's Card

Cell phone

Laptop and/or tablet

Tools

Other equipment purchased by BU (including items purchased with faculty research funds):

Completed by: _____ Date: _____

Updated 4/2/13