



Student Employee Termination Checklist

Student's Name: _____

Campus ID #: _____

Supervisor's Name: _____

Dept. Phone #: _____

System Access

Employee should provide supervisor with any departmental and Restricted/Protected data they may have in their email, OneDrive, or other personal accounts and then permanently delete the data from all personal accounts.

Systems Administrator contacted to remove security to SAP and/or other systems

Date of contact: _____

Name of systems administrator contacted _____

CMU Property/Equipment Returned (check all that apply):

Keys

CMU equipment (e.g. PC, laptop, cellular phone, car phone, pager, calculator, books, files, tools)

Uniforms and other attire

Other: _____

Additional Information (if applicable):

Forwarding Address: _____

Phone Number: _____

Email: _____

Update on projects and assignments: _____

Suggestions for improving working conditions: _____

Completed exit interview or exit questionnaire

I acknowledge that all University property, including any protected and/or departmental data, has been returned and data removed from any personal accounts.

Student's Signature (optional): _____

Date: _____

Supervisor's Signature: _____

This form is a tool to help supervisors complete the termination process as thoroughly as possible. If you choose, a copy may be delivered, emailed, or faxed to:
Student Employment Services, UC121, email: stuempl@cmich.edu, fax: 989.774.4480.