



STAFF TERMINATION CHECKLIST

This checklist is a tool to assist supervisors in completing the final steps of an employee's separation from the university. Prior to termination, the following checklist should be completed by the supervisor and signed by the employee. **Attach the original of this form to the department's personnel file and send to Employment Services, Rowe 109.** Additionally, Hiring Managers should complete the Separation of Employment form by logging on to the portal at <http://icentral.cmich.edu> and processing the personnel transaction. If you have any questions, please call Employment Services @ 2010.

Employee's Name _____	Supervisor's Name _____
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<p>CMU Property/Equipment Returned: (Check all that apply)</p> <p><input type="checkbox"/> Keys</p> <p><input type="checkbox"/> ID Cards and/or key fobs if the employee has access to a building access system – notify appropriate security administrator.</p> <p><input type="checkbox"/> CMU equipment (e.g., PC, laptop, cellular phone, car phone, pager, calculator, books, files, tools, etc.)</p> <p><input type="checkbox"/> Credit cards (e.g., American Express, Business Master Card, Hosting Card, telephone card, etc.)</p> <p><input type="checkbox"/> Petty Cash</p> <p><input type="checkbox"/> Uniforms</p> <p><input type="checkbox"/> Separation of Employment form completed online and electronically forwarded to HR</p> <p><input type="checkbox"/> Other: _____</p> <p>As the supervisor, you should inquire with the employee and Receivable Accounting to verify that there are not any outstanding CMU accounts such as tuition reimbursement, bookstore charges, etc. If there are outstanding accounts, the supervisor should notify the appropriate department of the employee's termination.</p>

<p>Employee informed of the following:</p> <p><input type="checkbox"/> He/She will be notified by letter of eligibility to continue benefits.</p> <p><input type="checkbox"/> He/She should deactivate voice mail.</p> <p><input type="checkbox"/> He/She should contact the Parking Bureau to see if they are eligible for any reimbursement related to their parking permit.</p> <p><input type="checkbox"/> He/She will be issued their final paycheck on the next scheduled pay date including payoff of all eligible personal/vacation/comp hours.</p> <p><input type="checkbox"/> He/She may have a deduction in their paycheck if termination occurred within the first year of employment and they used vacation or personal time (refer to contract language).</p> <p><input type="checkbox"/> Human Resources notifies the Office of Information Technology who terminates any computer access/security. Employee email will remain active up to 120 days. If the department wishes to terminate access immediately, please notify HR/Employee Relations at 774-6447.</p> <p><input type="checkbox"/> Human Resources notifies the Campus ID Office to deactivate the employee's identification card.</p>

Comments: _____

<p>I acknowledge that all University property has been returned.</p> <p>Signature: _____</p> <p style="text-align: center;">Employee Date</p>	<p>I verify that all University property has been returned and the appropriate departments have been notified.</p> <p>Signature: _____</p> <p style="text-align: center;">Supervisor Date</p>
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Please remember to attach this checklist with the personnel file that was maintained in the department and send to Employment & Compensation so the information can be included in the employee's official personnel file.

Distribution: Original/Employment Services
Copy/Employee