

Employment Termination Checklist

This checklist may be used by departments when a staff member leaves their employment, assuring that University property is returned and systems security is updated. Not all items listed below will apply to each staff member.

Payroll/FASIS Update

- Send the Position Data/Appointment Form to HR to terminate employment in FASIS
- Send a copy of the resignation letter to HR Consultant for inclusion in the personnel file
- Direct staff member to update mailing address via FASIS Self Service Portal
- Direct staff member to complete KRONOS timesheet, enter all time off, etc. on last work day
- Approve KRONOS timesheet for both exempt and nonexempt staff member
- Staff member schedules exit interview with the HR Consultant

Yes	No	NA

Phone System

Contact <http://www.it.northwestern.edu/conduits/conduits-work-order-contact-list.html>

- to deactivate long distance authorization code
- to deactivate telephone calling card
- to deactivate voicemail or provide security code to department
- Turn in University cell phone
- Check phone bills for any personal calls needing payment

Yes	No	NA

University property to be turned in

- Laptop or other computers
- Office furniture and equipment
- Equipment at home (computers, printers, etc.)
- Documentation and/or manuals
- P-card or AMEX corporate credit card
- Collect WILDCARD and return to a WILDCARD office
http://www.northwestern.edu/userservices/wildcard/wildcard_offices/index.html
- Northwestern Medicine ID/Hospital Badges
- Other (please identify):

Yes	No	NA

Keys to be turned in

- Desk/Filing Cabinets/Lockers/Mail Box/Vehicles
- Office/Department/Building access
- For Marlok/Indalla door access, deactivate by email to access@northwestern.edu
- Petty Cash Box
- Alarm System
- Other (please identify):

Yes	No	NA

Miscellaneous

- Outstanding travel or other reimbursements to be paid
- Computer file passwords given to dept./personal information removed
- Email and voicemail messages updated to reflect new department contact
- Notify International Office if staff member is on a Visa
- Notify NMH Office of Research to terminate NMH Access at accesspr@nmh.org
- Direct staff member to cancel CTA, RTA, parking and shuttle payroll deductions by 5th of month
- Direct staff member to Benefits division for questions regarding health insurance, 403(b), etc.
- Deliver any service excellence awards prior to staff member's last work day as applicable
- Provide copy of Illinois Unemployment Insurance Brochure at
<http://www.ides.illinois.gov/IDES%20Forms%20and%20Publications/CLI111L.pdf>

Yes	No	NA

Enterprise system access

- Deactivate email/calendar account; become familiar with the NetID expiration process
- Deactivate e-recruit and Cognos position management, if manager
- Deactivate NUFinancials access
- Deactivate FASIS and Vista access
- Deactivate SES access
- Other (please specify):

Yes	No	NA