TERMINATION CHECKLIST

The following checklist will help guide you through the various actions to take when an employee leaves at University of New Brunswick. Contact the HR department immediately if there are any problems or questions concerning the employee's return of University property.

Item	**Responsible**	**Completed**
HUMAN RESOURES		
Immediately notify HR of employee's departure and effective date		
If employee has resigned, obtain letter of resignation (or confirm oral resignation in writing)		
Ensure completion of employee's final timesheet/leave record		
Make sure final pay is made on the employee's last payday following the last day of work, including any vacation and/or overtime payout		
Schedule exit interview		
Refer the employee to Benefits for information or any other benefits issues including pension		
Refer the employee to Transportation Services for a possible prorated refund on a parking permit		
Terminate employee in Payroll/HR system		
Deactivate University ID and PIN		
Remove employee's name from distribution and phone lists		
Cancel or transfer University-paid subscriptions and memberships in professional organizations		
Communicate departure of employee to staff		

UNIVERSITY PROPERTY		
Retrieve building and other keys (including keys to University-owned vehicles)		
Retrieve and/or disable electronic access cards		
Retrieve University ID card		
Retrieve University credit cards (e.g., American Express card)		
Verify that employee has returned all University property (e.g., cell phone, pagers, laptops, clothing, tools, equipment)		
Arrange return of portable computer terminals and related equipment not at the employee's University work location		
Retrieve any other University property		
Ensure that the employee leaves all University reference materials (e.g., department files, manuals, computer files)		
Verify that the employee has returned all materials borrowed for work purposes from the University Libraries		
FINANCIAL		
Verify that travel advance/expense report balances equal zero; and any outstanding expense reports are submitted for payment		
Verify that any emergency loans have been fully repaid; if not, arrange for the balance to be paid		
Verify that all Petty Cash reimbursements for the employee are completed		
Cancel University credit cards		
Cancel University phone credit cards		
Cancel financial read and signature authority		

Cancel Petty Cash authority		
Check for any outstanding Tuition Waivers		
Check for any outstanding parking fees/fines		
COMPUTER/PHONE		
Cancel accounts (e.g., Eudora)		
Cancel or transfer phone lines		
Disconnect or transfer University paid utilities maintained at the employee's home		
Close personal computer accounts		
Change password on any shared computer account		
Remove access to departmental computers and systems, including Local Area Networks		

Employee _____ Supervisor _____

Department _____ Date of Separation _____