



EMPLOYEE TERMINATION CHECKLIST

NAME _____

EMPL ID. # _____

DATE OF DEPARTURE _____

TERMINATION DATE _____

Terminating staff and faculty must return all CWRU property and equipment to the issuing department on or before the terminating employee's last day of work. **Terminating employee's** account listed HCM on the regular pay date unless otherwise requested prior to the payroll date.

Transferring employees - Supervisors must remove access to internal department systems and collect department property. **Transferring employees** must return all department building keys to access services. **PAF Form** should be submitted for transferring employees.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED



NAME _____

EMPL ID. # _____

EMPLOYEE'S RESPONSIBILITY

It is the responsibility of the employee to return any university-issued ID, parking permit/hang tag, or keys. All items should be returned to [Access Services](#), located in Crawford Hall, Ground Floor.

University ID:

- ~~Access Services staff~~ Check _____ -issued ID card.
Failure to return a university-issued ID will result in a \$25.00 fine.

Reason a university-issued ID, permit or tag was not returned

- ~~Access Services staff~~ Check _____ -issued parking permit/hangtag.
The employee will receive a parking punchout to exit the parking facility on their last day.

Reason a university-issued parking permit/hangtag was not returned