CLASSIFIED STAFF
Termination Checklist

IN VOLUNTARY TERMINATION FOR CAUSE (INCLUDING JOB ABANDONMENT)

☐ Obtain the appropriate administrative approval prior to terminating an employee for cause.

☐ Work with your HR Representative or OHR Partner to ensure that all appropriate steps leading up to the recommendation for termination have been taken (coaching, progressive discipline, job abandonment notification) to schedule a pre-termination hearing and to create an Intent to Recommend Involuntary Termination letter.

☐ Provide the employee with the Intent to Recommend Involuntary Termination letter, which should specify a pre-termination hearing date, time and location. At the discretion of the administrative official, notify the employee of their right to resign in lieu of termination (they will still be ineligible for rehire.) Determine if the employee will:

- Remain in his/her position and work through their last day; OR
- Be placed on paid administrative leave until his/her final term date.

☐ If placing the employee on administrative leave (prior to their termination date), complete a Leave of Absence Request Form and submit to Data Management. This form is to be signed by the supervisor and the budgetary approval (signature of VP, Dean or Designee.)

EMPLOYEE’S LAST DAY
Collect all applicable university property, including but not limited to:

☐ Sun Card (to be destroyed)
☐ P-card (Purchasing Card) or any other type of purchasing cards
☐ Key(s)
☐ Cellphone/Blackberry/pager and all accessories (chargers, cases, headphones, etc.)
☐ Laptop/iPad/notebook and all accessories (mouse, chargers, cases, headphones, etc.)
☐ Other miscellaneous equipment purchased by the university

NOTE: If the employee has any outstanding items to return, we cannot withhold their check, but we can arrange for pickup or bill them for the actual cost to replace items such as keys.

ADDRESS VERIFICATION

☐ Verify with terminating employee that ASU has the correct address on file.

BENEFITS INFORMATION

☐ Provide exiting employee with the Information for Separating Employees sheet.
☐ Inform the employee that COBRA information will automatically be sent to his/her home address on file, within 2-4 weeks after their separation date.
Termination Checklist

ADDITIONAL DEDUCTIONS
☐ If applicable, notify the employee to make other arrangements for deductions (season tickets, alumni association dues, etc.) previously automatically deducted from his/her paycheck.

WHAT EMPLOYEES CAN TAKE WITH THEM
☐ Review items with the employee to determine what information is appropriate to copy and take (hard copies and/or electronic format).

EMAIL/PHONE
☐ Arrange to have employee or IT place an Out of Office message in Outlook with information directing callers to the appropriate alternative department contact; OR arrange to forward employee’s email to an alternative department contact.
☐ Arrange to place an Out of Office message on voice mail directing callers to an alternate department contact, and stating voice mail will not be checked; OR arrange to have all phone calls forwarded to another person and/or number; OR disconnect phone and place a recorded message directing callers to another number.

MAIL
☐ Determine who will sort employee’s mail, what mail should be forwarded, and to whom.

STAFF AND CUSTOMER NOTIFICATION
☐ Meet with staff to inform them which duties and/or responsibilities have been reallocated and to whom, to ensure there is no disruption in service, enabling staff to promptly and appropriately respond to inquiries.
☐ If necessary, create an appropriate correspondence to communicate to outside vendors that employee is no longer with the university and provide new information for new contact.
☐ If applicable, update department websites and group email distribution lists.

COMPUTER ACCOUNTS
☐ If necessary, terminate the employee’s computer access prior to their actual termination date; otherwise it will be terminated once the termination has been processed in PeopleSoft.

TERMINATE THE EMPLOYEE IN PEOPLESOF
☐ Manager must enter Termination in PeopleSoft (within the pay period of term date).
   NOTE: The effective date is the day after the actual termination date.
   See HR Action/Reason Code page for appropriate term code/reason.

FINAL PAYCHECK
☐ Contact your Payroll Representative ASAP. The employee must be paid within seven (7) working days of their termination date or the end of next regular pay period, whichever comes first.