UNIVERSITY STAFF
Termination Checklist

IN VOLUNTARY SEPARATION
☐ Obtain the appropriate administrative approval prior to terminating an employee.

☐ Work with your HR Representative or OHR Partner to ensure that all appropriate steps leading up to the recommendation for separation notice have been taken.

☐ Provide the employee with two weeks’ notice and determine if the employee will:
  • Remain in their position and work through their last day; OR
  • Be placed on paid administrative leave until their 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 replacement cost for items such as keys.

ADDRESS VERIFICATION
☐ Verify with terminating employee that ASU has their 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 their home address on file, within 2-4 weeks after separation.

ADDITIONAL DEDUCTIONS
☐ If applicable, notify the employee to make alternative arrangements for deductions (season tickets, alumni association dues, etc.) previously automatically deducted from their 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 respond to inquiries appropriately and timely.
☐ 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 e-mail 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
☐ Enter ‘Termination’ in PeopleSoft (done by the manager 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 as employee must be paid within seven (7) working days of their termination date or the end of next regular pay period, whichever comes first.