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| --- | --- |
| **Faculty of Environment** |  |

# Termination of Staff Checklist

## EMPLOYEE INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Termination/Transfer Date: |  |
| Position: |  |  | Manager: |  |

## Notice of Termination

|  |  |  |
| --- | --- | --- |
| Complete HR Termination Notice if applicable |  |  |
|  |  |  |
|  |  |  |

## Transfer of Files

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Records transfer completed   |  |  |  | | --- | --- | --- | |  |  |  | |  |  |

## uW Property Return and Access Permissions

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| --- |
| Keys  Parking  Library Fine/Books.  Deactivate security access codes (MAD)  Deactivate Computer Access & accounts (QUEST, FORE, SHAREPOINT, Mail lists etc.) |
| Return all computer & electronic equipment (i.e. Blackberry)  Return uW Purchasing Card  Return uW Amex Card |
| Remove signing authority |