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

# Termination of Staff Checklist

## EMPLOYEE INFORMATION

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

## Notice of Termination

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

## Transfer of Files

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  Records transfer completed

|  |  |  |
| --- | --- | --- |
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## 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  |