

**TERMINATION CHECKLIST – BENEFITED EMPLOYEE**

*Complete the supervisor portion of this form and submit with the Personnel Action Form (PAF)*

EMPLOYEE NAME: \_\_\_\_\_ TERMINATION DATE: \_\_\_\_\_

CSE Employee ID: \_\_\_\_\_ CSU, Chico Empl ID: \_\_\_\_\_

**SUPERVISOR ACTION ONLY**

Date & Initial

- Termination PAF (Attach supporting documentation e.g. Change in Relationship form, resignation letter, discharge notice etc.) \_\_\_\_\_
- Final Timesheet (with projected hours for duration of employment) \_\_\_\_\_
- Exit Meeting: collect items from employee \_\_\_\_\_
  - Keys  Check if not applicable *Return to CSE HR*
  - Credit Card  Check if not applicable
  - Computer  Check if not applicable
  - Cell Phone  Check if not applicable
  - CSUC Parking Permit  Check if not applicable *Return to CSE HR by the 9<sup>th</sup> of the month to avoid charges*
  - CSUC Wildcat ID Card  Check if not applicable *Return to CSE HR*
  - DUO Key FOB  Check if not applicable *Return to CSE HR*
  - \_\_\_\_\_ (other)

**CSE HUMAN RESOURCES ACTIONS**

**Payroll/HR**

- Termination PAF  Administrative Data Form (Change of Address)
- Final Timesheet  Pending Benefit changes to PY  
(deductions may need to be adjusted for final paycheck)

**Provide to Employee**

- Separation Letter \_\_\_\_\_
- "For your Benefit: California's Programs for the Unemployed" (DE 2320) \_\_\_\_\_
- Life Insurance/Portability (if applicable) \_\_\_\_\_
- Change in Relationship Form \_\_\_\_\_

**Benefits**

- Term in Employee Navigator \_\_\_\_\_
- Verify Terminated in OneSolution Terminate in OneSolution \_\_\_\_\_

**Additional Actions**

- Send term email to Megan Ting, KeyShop, Leslie Botsford, Suzy Buck, UAS Manager & Programmer, Kathy Kinsey & Gina McCammon \_\_\_\_\_
- Inactivate in PeopleSoft \_\_\_\_\_
- Check for LiveScan \_\_\_\_\_
  - Fax "No Longer Interested Form"
  - Delete file from Box
- Check for DMV \_\_\_\_\_
  - Add to DMV Delete List
  - Delete file from Box
- Shred Wildcat ID Card \_\_\_\_\_
- Scan file into OneSolution \_\_\_\_\_

\*If file contains bright pink half-sheet indicating the EE had PeopleSoft access, notify Dana Shepherd to delete access.