

Employee Termination Checklist

Name	<input type="text"/>	Employee Number	<input type="text"/>
Faculty/ Service	<input type="text"/>	Last Day of work	<input type="text"/>

Activity	Responsibility	Signature	Date
Complete a termination SPAF or a D Form	Administrative Officer		<input type="text"/>
Ensure the employee returns: <ul style="list-style-type: none"> <input type="checkbox"/> his or her office key <input type="checkbox"/> the security system key <input type="checkbox"/> filing cabinet keys <input type="checkbox"/> his or her employee card (or cut its corner) <input type="checkbox"/> his or her corporate credit card <input type="checkbox"/> books, CD or other documentation belonging to the University <input type="checkbox"/> laptop, cell. phone, palm and any other equipment belonging to the University <input type="checkbox"/> the petty cash 	Administrative Officer		<input type="text"/>
Obtain employee passwords: <ul style="list-style-type: none"> <input type="checkbox"/> Novell/Windows <input type="checkbox"/> Others, if applicable 	Administrative Officer		<input type="text"/>
Ensure employee has submitted all expense accounts	Supervisor		<input type="text"/>
Ensure all annual and other leaves taken by employee are entered in Leave Management System, if applicable	Supervisor		<input type="text"/>
Remove employee from Faculty/Service Listservs	System Administrator		<input type="text"/>
Void access to systems to which the employee has access	System Administrator		<input type="text"/>
Remove employee's name from the Faculty/ Service's Web site	Webmaster / Comm. Officer		<input type="text"/>
Re-initialize the employee's voice mail	Administrative Officer		<input type="text"/>
Remove the employee from the University's employee directory (University Web site - TELE application) and from the University of Ottawa listserv (if applicable)	Administrative Officer		<input type="text"/>

I understand my future responsibilities with regards to the confidentiality of information that I have acquired while working for the University of Ottawa and I certify I have given back any material belonging to the University

Employee signature

Date