

McMurry University
Checklist for Departing Employees

Name of Employee: _____
(This checklist is to be completed on all employees leaving employment with the University, whether it is a voluntary or involuntary termination.)

Description of Function to Be Performed:	Date Completed:	Completed By:	Comments:
Supervisor's Responsibilities:			
Notify Information Services to cancel computer access.			
Notify Human Resources of employee terminating.			
Retrieve University issued uniforms.			
Retrieve computer hardware, software, manuals and any other departmental issued equipment/property.			
Obtain information on verbal or written outstanding and/or progress projects.			
Human Resources Responsibilities:			
Retrieve keys to vehicle, buildings, and office.			
Retrieve University Staff ID, parking permit, Dyess AFB permit, and employee handbook.			
Retrieve University Visa card, gasoline credit cards and/or University Sam's Club Card.			
Complete forms for medical coverage (COBRA or cancel).			
Acquire forwarding address for W-2 or other.			
Advise employee on Retirement Plan and options after termination.			
Check with the Business Office and Dining Hall to see if there are any outstanding balances.			
Have employee sign a letter for deduction purposes, if needed.			
Inform the employee when the last paycheck will be available, via mail, pick up or direct deposit.			
Notify Assistant to Vice President of Financial Affairs to cancel long distance code.			

Signature of Departing Employee

Date

Signature of Supervisor or Cabinet Level Member

Date

Form should be submitted to Human Resources Office immediately upon completion.