



TERMINATION CHECKLIST – DEPARTMENTAL

Name _____ Department _____

Position _____ Date of Termination _____

- Job Requisition with job description
- Letter of Resignation (if applicable)
- Exit Interview – Advise employee to contact Human Resources @ 7757 for appointment
- Submit Termination PNF to Human Resources immediately to ensure employee is not overpaid
- Submit final timesheet (non-exempt) to Payroll on last day of work.
- Advise employee to return all university property on last day of work
 - Keys - to department head (Dept. head will return keys to Physical Plant – Attention: Keith Duhon
 - Corporate Credit Cards (if applicable) – to Financial Affairs
 - Uniforms (if applicable) – to department head
 - Parking Pass & ID card – return to Angel Steele, Parking Services
 - Wireless Communication Device (WCD) – to department head
- Check with Evonne Lawrence, University Library, for any outstanding books or fees – ekelly@loyno.edu - extension 7165.
- Terminate Mainframe access – Contact Stephen Lousteau- lousteau@loyno.edu
- Terminate E-mail - Contact IT Help Desk – x2255
- Terminate Voice Mail - Contact Robert Huggins -rhuggi@loyno.edu
- Submit this form to Human Resources, Box 16

Department Head Signature

Revised:01/09/2019