

SNRE Termination Checklist

It is the responsibility of the supervisor to complete this form and return to SNRE BIZ within the following guidelines:

- SNRE must be notified *in writing* of an upcoming voluntary termination *at least two weeks before* the employee plans to leave. This enables us to complete the termination paperwork in a timely manner.
- Supervisors must complete this form and return to SNRE BIZ the same day of any involuntary termination.

Supervisor Separation tasks:

- Supervisors must remind employees to contact HR Benefits upon separation from the University to discuss health and retirement benefits.
- Ensure non-benefits eligible employees contact HR to request retirement payout.
- Provide a copy of this form and supporting documents to the employee.
- Ensure employee has submitted their last timesheet and approve.

Checklist: Please ensure that the following services are discontinued and university property is returned to the appropriate departmental authority.

SNRE BIZ

Pcard and other credit cards
Departmental service permit
Listserv
Forwarding address supplied
Room and building access
Continued associate with DCC status
attach a completed DCC form

IT

Access to departmental systems or intranets
Keys to equipment, room,
Filing cabinets and desks
Laptops and other equipment
Cell phones

Supervisor signature _____ Date _____

SNRE BIZ signature _____ Date _____

IT signature _____ Date _____