## University of Colorado Boulder

**Department Name**

**Termination Checklist**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Termination Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# *Student employees and temporary employees will complete this section:*

**Student will need to see their Supervisor to:**

* Submit Resignation Letter
* Turn in any keys
* Return any equipment checked out to employee
* Employee Exit Evaluation
* Employee Exit Interview Questionnaire
* Make sure address is updated in HCM for W-2
* Approve timesheet on last working day

**Supervisor will work with their HR Liaison to:**

* Process last timesheet
* Terminate in timeclock (if applicable)
* Terminate access to the HCM/Finance systems (if applicable)
* Terminate student in HCM (CU payroll system)
* Remove access to office computers & door locks
* Contact OIT Service Center to assist in removing access to campus computing systems. Call 5-4357.
* Cancel Long Distance Access Code (if applicable)
* Update organizational chart and phone listing (if applicable)