

**CASE WESTERN RESERVE UNIVERSITY
EMPLOYEE TERMINATION CHECKLIST**

NAME _____ LAST WORK DAY _____

All terminating staff and faculty must return all University property and equipment to the issuing department prior to their last working day. Present this checklist to the applicable department for verification that items were issued and returned or that none were issued. Your final pay will be in the form of a check and issued no later than the next normal pay period. It may be picked up at the Records Office on the determined pay date or it will be mailed on the next business day when this completed checklist is returned to the Records Office, Room 220, Crawford Hall. **Should an employee fail to return any property or to pay all debts to the University, the University will be permitted to deduct from the employee's final paycheck an amount equal to the debts owed to the university, an amount equal to the reasonable value of the property not returned, or both.** (If you have any questions call 368-3270).

Supervisory Responsibility:

- Remove access to all internal department systems (i.e. local systems, networks, servers that are controlled by the department) that are not under the control of central ITS.
- Email to Access Services at access@case.edu to verify deactivation of ID card (i.e. building and office access).
- Notify telephone services by e-mail, adphone@case.edu, that the employee stated above is no longer with the university. The assigned phone should be put in the name of the department or if you hire a replacement their name. Request the voice mail message be reset to the default code of the department. Re-do the voice mail message to refer to another employee who can assist callers. The voice mail can be changed at a later date to accommodate the needs of the department.
- Contact the directory liaison that is assigned to your area to assist with making the necessary changes to the on-line directory. To identify who is responsible for your area, go to <https://www.case.edu/directory/deptlist/Liaisononline.html>. Department liaisons can click to edit the on-line directory. Once entered, press quit to save changes. Department liaisons will receive a confirmation by e-mail that the changes have been made.

Department Items:

- | | |
|--|---|
| <input type="checkbox"/> Desk Keys | <input type="checkbox"/> Computer Equipment |
| <input type="checkbox"/> uniforms | <input type="checkbox"/> Lab Equipment |
| <input type="checkbox"/> Books | <input type="checkbox"/> Cell Phone |
| <input type="checkbox"/> Purchasing Procurement Card | <input type="checkbox"/> PDA |
| <input type="checkbox"/> Car No _____ | <input type="checkbox"/> Other _____ |

SIGNED _____ DATE _____
(Supervisor)

Access Services (Room 18 Crawford Hall/Ground Floor):

- _____ The above mentioned employee has returned his/her University I.D. Card.
- _____ The above named employee has returned his/her parking permit/hangtag and received a voucher to exit the parking facility on the last day of employment.
- _____ The above named employee has returned all university issued keys.

SIGNED _____ DATE _____
(Access Services Representative)