

Termination Checklist

Review this checklist with staff members who are leaving JHU prior to their departure.

This form is for departmental use; HR does not need to receive a copy.

The tasks in this list must be completed within three work days of receipt of the letter of resignation.

Employee Information:

First Name _____ Middle Name _____ Last Name _____

Forwarding Address _____

Address Line 2 _____

City, State, Zip _____

Home/Cell Phone _____ PERNR _____ Last Day Worked _____

Personnel Area _____ Organizational Unit _____

Supervisor/Individual Completing Checklist _____

Check off the following when completed:

- If the employee is voluntarily resigning, submit a copy of the letter of resignation to the HR/administrative office responsible for processing the termination Internal Service Request and E210 for the employee.

Electronic Security

- Change passwords on all university electronic systems/computers to which the employee has had access.
- Remind employee to remove any JHU-licensed software from personal home computers.
- Identify location and access to all computerized information.

Return of Property

- Collect university property, including equipment, furnishings, and supplies.
- Collect electronic equipment, including laptops and accessories, mobile phones, and pagers.
- Ensure the return of all books, journals, and other office literature, including JHU Library materials (to be confirmed by the library circulation staff).
- Remove all personal/nonessential software from computers.

Return of Keys/Keycards

- Collect ID badge from employee and return it to the campus divisional security office.
- Collect keys or cards for building/suite/office/laboratory.
- Collect keys or cards for desk/files/cabinets/equipment.
- Collect keys and papers for university vehicles.

Financial/Payroll Follow-up

- Instruct employee to review all termination benefits with the Link: [Benefits Service Center] (<https://benefits.jhu.edu/resources/benefitscontacts.cfm>).
- Cancel employee's enrollment to all internal and external courses, training, etc.
- Advise employee to reimburse any outstanding tuition charges.
- Reconcile outstanding payroll issues (advances/loans/overpayments/fines).
- Reconcile and close petty cash accounts (for petty cash custodians).
- Complete, terminate the employee, and approve the Time and Attendance E210 form.
- Advise the employee to notify the parking office of employee's last workday.