

Termination Checklist

Instructions:

1. Complete the steps listed in this checklist for each staff member who is terminating from Northwestern University.
2. Not all items listed below will apply to each staff member.

Termination Information:

Completion Date:

Department/School:

Terminating Staff Member:

Supervisor:

Termination Date:

Staff Member Responsibilities:

Completed	
	Update the mailing address via myHR.
	Contact Benefits for questions regarding health and insurance benefits, 403(b), tuition reimbursements, etc.
	On the last day, complete the Workforce timesheet and enter all time off.
	Turn in all Northwestern University property: <ul style="list-style-type: none"> • Cell phone • Laptop or other computers • Office furniture and equipment • Home equipment (computers, printers, etc.) • Documentation and/or manuals • Procurement Card • Wildcard • Keys (office/dept./building access, desk, filing cabinets, lockers, mail box, vehicles, petty cash, alarms) • Other
	If interested in completing an exit interview, contact the Human Resources Business Partner at the time of resignation to schedule one.
	Submit outstanding expenses for reimbursement.
	Provide computer and file passwords to the department and remove personal information.
	Cancel CTA, RTA, Metra, commuter parking, and shuttle payroll deductions by the 5 th of the month by logging into www.payflex.com . Cancel University parking permit through Parking Services: https://www.northwestern.edu/transportation-parking/evanston-parking/permits/cancellations-replacement.html .

Supervisor Responsibilities:

Completed	
	As soon as possible upon learning of a termination, notify mcc-staffrequests@northwestern.edu to submit a Position Data/Appointment Form to HR Operations to terminate employment in myHR. Forward signed resignation letter, if applicable.
	Approve the Workforce timesheet (for both non-exempt and exempt staff members).
	Update the "Reports To" panel in myHR for the staff member's subordinates (if the terminating individual is a supervisor).
	Submit a work order via CONDUITS online order form to deactivate voicemail or provide the security code to the department https://www.it.northwestern.edu/conduits/conduits-work-order-contact-list.html
	Deactivate Wildcard door access by emailing access@northwestern.edu .
	Turn in the Wildcard to the Wildcard Office (https://www.northwestern.edu/wildcard/contact/index.html).
	Provide a copy of the Illinois Unemployment Insurance brochure (http://www.ides.illinois.gov/IDES%20Forms%20and%20Publications/CLI111L.pdf).
	Update email and voicemail messages to reflect the new department contact.
	Process outstanding expenses for reimbursement.
	Deliver any service excellence awards prior to the last day.
	Notify the International Office (if staff member is on a visa).