



TEMPLE UNIVERSITY TERMINATION CHECK LIST

Please complete checklist with employee and provide clarification where appropriate. Send completed **Termination Checklist**, along with the Termination Form, and employee's resignation letter (if applicable), to Human Resources, Labor/Employee Relations, TASB (083-47).

Reasons for Resignation (Check all that apply)

If this is a resignation; please check all that apply as the reason for the resignation

- | | | |
|---|---|---|
| <input type="checkbox"/> Career Development | <input type="checkbox"/> Military Service | <input type="checkbox"/> Marriage, Divorce, Death in family |
| <input type="checkbox"/> Working Conditions | <input type="checkbox"/> Commute | <input type="checkbox"/> Return to School |
| <input type="checkbox"/> Difficult Co-Workers | <input type="checkbox"/> Compensation | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Personal Health | <input type="checkbox"/> Supervision | <input type="checkbox"/> Job Security |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Maternity | <input type="checkbox"/> Job Eliminated |
| <input type="checkbox"/> Other (please explain) _____ | | |

- Verify address for mailing of W-2 form via TuPortal.
- Purchasing Card and Petty Cash (if applicable) is returned.
- If employee is webmaster for the department, then contact Media Development to disable access to dept web page.
- All Temple equipment and property (keys, wireless phones laptop/personal computers) is returned.
- Complete procedures for final paycheck (including unused/accrued vacation and/or severance if applicable)
- Notification made to Payroll Office regarding any payroll deductions or dockings
- Staff identification card is returned.
- Contact Telephone Services to discontinue voice mail.
- Direct employee to Exit Interview Form found in TUPortal under Personal Announcements tab or at the following online address: <http://www.temple.edu/hr/departments/employeerelations/forms.html> (*Exit Interview Form is to be filled out by employee only.*) Employee can also schedule an exit interview by calling Labor/Employee Relations at 7-2298 or 215-926-2298.
- Explanations of employment references have employee contact the work number at 800-367-5690 or www.theworknumber.com.

Supervisor's Signature: _____

Date: _____

I acknowledge that all personal data has been removed from my computer and that my supervisor may have access to the hard drive and my email for business purposes.

Employee's Signature: _____

Date: _____

Employee's Name (Print): _____