



**Office of Human Resources  
Termination Process Checklist**

Employee Name: \_\_\_\_\_ Empl ID #: \_\_\_\_\_

- Request letter of resignation and forward to Employee Relations (voluntary termination.)  
**For all involuntary terminations, please consult with your area's representative.**

Employment Type	Consult:
Full-time Faculty	Office of the Provost
Part-time Faculty	College Office
Full and Part-time Staff	Human Resources
Student Employees	Office of Student Employment

- Initiate a termination request through Manager Self Serve in PeopleSoft.
- Notify Human Resources of changes in last day worked, if applicable
- Collect keys
  - Office/Desk/Cabinets
  - Other \_\_\_\_\_
- Collect technology equipment
  - Cellular phone (cancel service)
  - Pager/Two-way radio
  - Laptop
  - Accessories
  - Other \_\_\_\_\_
- Collect building/DePaul identification card (s)
  - Forward DePaul ID to ID Card Services
  - Access to buildings will be deactivated. Student workers who will remain enrolled in classes will have to reset access.
- Collect department materials and other proprietary items (e.g., files, records)
- Removal Access E-mails notifications are sent to the following departments:

Department	Actions Taken (if applicable):
Benefits and Compensation	Continuation of benefits administration
DePaul Directory	Updates online directory
ID Card Services	Deactivates ID card services and access to University buildings and floors; Resets student access if individual is an active student.
NetAdmin	Disables Outlook E-mail Account , Peoplesoft and IMARE
Payroll	Issues vacation payout and Verifies outstanding PC balance
Procurement	Cancels ProCard and Cancels Staples Account
Recruitment	Begins recruitment process for open staff positions
Human Resources	Updates employment status

- Complete the Information Services form at [http://is.depaul.edu/communication/telephone/faculty\\_move.asp](http://is.depaul.edu/communication/telephone/faculty_move.asp) to deactivate phone access.
  - Phone card
  - Other \_\_\_\_\_
- Resolve scheduled trainings, workshops, and travel issues/reimbursements.
- If necessary, schedule a time for pickup of personal items. A property removal form will be needed (contact Facility Operations Loop: 2-8682 LPC: 5-7377).
- Employee Exit Survey (optional) <https://hr.depaul.edu/Forms.html>

**Note: Promotions and transfers are not part of the online termination request process.**