

**End of Employment   
CHECKLIST**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEPARTING EMPLOYEE RESPONSIBILITIES** | | | | | | | | |
| **SECTION 1: Personal Information** | | | | | | | | |
| Employee Name: | | Department: | | | | | | |
| Employee ID (if known): | | Termination Date: | | | | | | |
| **SECTION 2: Return University Property, Closure of Accounts, and Personal Items** | | | | | | | | |
| **Contact Department** | **Action Item** | | **Yes** | **N/A** | **Initialed by Contacting Dept.** | | | **DATE (Y/M/D)** |
| Safety & Security | Return keys | |  |  |  | | |  |
| Return Axcess Card | |  |  |  | | |  |
| Technology Services | [Close out network computer account](https://hub.acadiau.ca/TDClient/Requests/ServiceDet?ID=171) | |  |  |  | | |  |
| I am a retiring employee and elect to keep my Acadia email account | |  |  |  | | |  |
| I am a Teaching Affiliate | |  |  |  | | |  |
| Return laptop with all issued components | |  |  |  | | |  |
| Purchasing Services | Return Acadia Visa Procurement Card | |  |  |  | | |  |
| Return Acadia Travel Card | |  |  |  | | |  |
| Student Accounts | Cancel/prorate discount on tuition fees | |  |  |  | | |  |
| Vaughan Memorial Library | Ensure all Library materials are returned | |  |  |  | | |  |
| Employee’s Department | Cell phone/case/charger:  - Approval to keep  - Returned with passcode, Apple/Google ID removed and phone wiped  I have removed my personal items from my office | |  |  |  | | |  |
| **SECTION 3: Update Employee Information** | | | | | | | | |
| **Contact Department** | **Action Item** | | | | | **Yes** | **No** | **N/A** |
| Human Resources | Is your current home mailing address on file correct? If not, you must update via the [Information Change Form](http://hr.acadiau.ca/tl_files/sites/hr/HR%20FORMS/Information%20Change%20Form.docx) and send to HR. | | | | |  |  |  |
| Unsubscribe from electronic receipt of T-4 via [Web Advisor](http://hr.acadiau.ca/employment/payroll/electronic-t4.html) | | | | |  |  |  |

*I have read the* [*End of Employment Policy*](https://hr.acadiau.ca/tl_files/sites/hr/Policies%20and%20Procedures/End%20of%20Employment%20Policy.pdf) *and have followed all the appropriate termination procedures listed in the policy.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terminating Employee’s Signature Date**

|  |  |  |
| --- | --- | --- |
| **MANAGER/DEPARTMENT HEAD RESPONSIBILITIES** | | |
| **Action Item** | **Yes** | **N/A** |
| My departing employee has returned all university property issued to them & packed their personal items in Section 2 above |  |  |
| I have submitted a [Hub request](https://hub.acadiau.ca/TDClient/Requests/ServiceDet?ID=171) to close out the account. |  |  |

*I have read the* [*End of Employment Policy*](https://hr.acadiau.ca/tl_files/sites/hr/Policies%20and%20Procedures/End%20of%20Employment%20Policy.pdf) *and have followed all the appropriate termination procedures listed in the policy.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager/Department Head Signature Date**

Form Revision Date: August 17, 2020