

**End of Employment
CHECKLIST**

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| **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 byContacting 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 wipedI 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.*

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**Terminating Employee’s Signature Date**

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| **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.*

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**Manager/Department Head Signature Date**

Form Revision Date: August 17, 2020