CHARLESTON SOUTHERN UNIVERSITY
TERMINATION CHECKLIST

Employee's Last Name, First, Middle Initial	Social Security Number	Termination Date

Position Title	Department	Supervisor	Phone Number

I. DEPARTMENTAL RESPONSIBILITIES

Review termination checklist with employee, complete termination papers and submit to the Personnel Department

Please complete the items below, initial and date lines as completed.

Initial Date

_____ _____ 1. **Network Access:** Contact Administrative Services at 863-7981 with the following information:
A) To whom should we forward your email?
B) Who needs access to your network?

_____ _____ 2. **Travel Advances:** Contact Accounts Payable at 863-8055.

_____ _____ 3. **Accounts Receivable:** Contact 863-8052 for any outstanding debts.

_____ _____ 4. **Salary Overpayment**: Contact 863-8070 to verify employee repayment.

_____ _____ 5. **Library:** Books and materials returned. (Contact 863-7933)

_____ _____ 6. **Keys**: Building and office keys returned

_____ _____ 7. **Parking Services:** Call 863-7102 to verify no parking debt exists.

_____ _____ 8. **Property:** PC's, Lab equipment, uniforms, cell phone, etc. returned

_____ _____9. **P-Card Reconciliation:** contact 863-7954 to turn in P-Card and verify that P-Card reconciliation has been completed and all receipts received by P-Card Administrator.

II. EMPLOYEE RESPONSIBILITIES

NOTE: The employee is accountable for all assigned University property and debt owed to CSU. If assigned property is not returned and debt not paid, collection procedures will be initiated and fees charged.

Please complete the items below, initial and date lines as completed.

Initial Date

_____ _____ 1. **Clear Any Outstanding Debt to the University:** Check with Department Representative regarding Property, keys, library fines, parking, taxes owed on perquisites (including graduate tuition waivers), etc. (See above)

_____ _____ 2. **Exit Interview Scheduled:** Contact Personnel at 863-8070 or 863-8047 to schedule your exit interview.

_____ _____ 3. **Parking Decal:** Parking Decal must be returned to security

_____ _____ 4. **Forwarding Address:** An address change will ensure that W-2 Forms, insurance/retirement information are forwarded to the correct address.

Please Print: _____

Street or PO Box City State Zip

OTHER PAYCHECK DEDUCTIONS: If your pay statement shows deductions for loan payments, child support, Tax Leins, etc., contact your financial institution or appropriate source to make arrangements for payment.

I UNDERSTAND THE ABOVE RESPONSIBILITIES AND HAVE FULFILLED MY OBLIGATIONS TO CSU.

_____ _____

Employee's Signature Date

_____ _____

Supervisor's Signature Date