

## Termination Checklist

Follow appropriate HR policies and procedures for personnel replacement, responsibility transitions, benefit and insurance changes, etc. The following checklist is to be used to safeguard access to confidential information when employment ends.

Termination Checklist	
<i>Document of Record for a workforce member termination.</i>	
<b>Employee</b>	<b>Date of Termination</b>
<b>Title</b>	
<b>Termination</b>	<input type="checkbox"/> Voluntary or <input type="checkbox"/> Involuntary

General	
<input type="checkbox"/> Collect Employee's Keys (e.g. building, department, desk, filing cabinets, etc.)	Supervisor
<input type="checkbox"/> Collect Any Other Equipment/Items Issued to Employee: Computer, Tablet, Credit Card, etc.	Supervisor
<input type="checkbox"/> Transfer Employee's Google Apps Files and Contents	Security Officer
Information Systems	
<input type="checkbox"/> Terminate Employee's Google Apps Access (email, calendar, gDrive, etc).	Security Officer
<input type="checkbox"/> Terminate Employee's Github Access	Security Officer
<input type="checkbox"/> Terminate Employee's Server Account and Access (core infrastructure access)	Security Officer
<input type="checkbox"/> Remove Employee from Calendar Invites	Supervisor

Authorization <i>(to be filled out by Privacy Officer and/or Security Officer)</i>	
<b>Name Completed By</b>	<b>Date:</b>
<b>Title</b>	<b>Date:</b>