

Termination Check List

Name: _____ Termination Date: _____

Oracle Org/Department: _____ Supervisor/Extension: _____

- Contact Human Resources to discuss exit issues for the employee (outstanding balances, Cobra information, final check distribution, etc.)
- Process Electronic Change in Status Form in Banner through appropriate channels. *Maintain copies for your department files*
 - Attach a scanned copy of the Letter of Resignation (if applicable)
 - Attach a scanned copy of the Leave RecordSee GW Leave Policy at: <http://www.gwu.edu/~hrs/handbook/10.html>

If electronic copy of the Letter of Resignation or Leave Record are not attach to the Electronic Change in Status Form, hard copy must be forwarded to Human Resources

- Contact systems administrator to cancel system access
 - Oracle Help Desk X4-5530
 - Banner Access X4-9637 (if applicable)
 - Medical Center Help Desk X7-0889
 - _____

GWorld card retrieved Date sent to GWorld office: _____

Keys Date received by Supervisor: _____

Parking pass retrieved Date sent to parking office: _____

P-card retrieved and sent to VPHA Date: _____

- Send email to issorder@gwu.edu to clear password and name from telephone line and cancel the employee's long distance code.
 - If employee is to be replaced include the name of the replacement to be set up.
 - If the position is eliminated, request the phone number be disconnected and **send the phone equipment to facilities room B07**. Telephone equipment serial # _____

- All university equipment must be retrieved from the employee
This includes any items that were purchased with university funds (grants and endowments included).

Cell phone

Printers

Lap tops

Pagers

Office Equipment _____

Other _____

Department Head Signature

Return completed form to VPHA Ross Hall #714