



# EMERSON COLLEGE

## Office of Human Resources & Affirmative Action

### Supervisor's Checklist for Terminating Employee

All supervisors must complete this form for employees who are separating from the college. It is the supervisor's responsibility to insure that the items checked off have been returned, timesheet information for last week worked has been completed and telephone/computer services/access has been terminated. Every item must have supervisor's initials (ib) or contain (N/A).

The separating employee must bring this completed form and his/her Emerson College Identification Card to the Office of Human Resources on his/her last day of work.

**ITEMS (Please circle any item that is outstanding):**

- |  |  |
|--|--|
| _____ CELLULAR PHONE                   | _____ UNIFORM                              |
| _____ CREDIT CARD                      | _____ KEYS                                 |
| _____ CALCULATOR                       | _____ BEEPER                               |
| _____ SECURITY CODES (Ext. 8555)       | _____ PARKING (Ext.7821)                   |
| _____ LIBRARY BOOKS (Ext. 8988)        | _____ COMPUTER ACCESS (Ext. 8665)***       |
| _____ COMPUTER EQUIPMENT (Laptop, PDA) | _____ TELEPHONE ACCESS CODE (Ext. 8585)*** |
| _____ OTHER (LIST) _____               |  |

\*\*\* Computer access, computer equipment and telephone access can all be done by an email to [account\\_info@emerson.edu](mailto:account_info@emerson.edu) Leave the following information: ecnet username, date leaving, telephone extension and birth name.

### Timesheet for the weekend Sunday, \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Employee Name \_\_\_\_\_

Supervisor \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Reason for Termination : (check ONLY one)**

- resigned     relocation     no return from leave of absence     retirement     early retirement     layoff

.....  
HR exit interview ( ) Signature \_\_\_\_\_ Date \_\_\_\_\_

DET     COBRA     TUITITON     LIFE CONVERSION

PLAN 125     TRANSPORTATION     ID (if RD, do you have another ID TO RETURN?) \_\_\_\_\_

NEW ADDRESS? \_\_\_\_\_

\_\_\_\_\_