



## Manager Employee Termination Checklist

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Number: \_\_\_\_\_

- Badge/ID returned to the ID Office.
- Keys returned (if applicable).
- Pager returned to Telecommunications and receipt submitted to Operations Manager (if applicable).
- E-mail IPPD edits to remove employee from the Partners Directory.
- E-mail Michelle Baxter and cc Dianne Garcia to de-activate the employees IDXRAD sign-on/password
- E-mail June Cowan to remove E-Learning sign-on/password
- Ensure employee termination procedures are completed in Peoplesoft