



TERMINATION CHECKLIST – DEPARTMENTAL

Name _____ Department _____

Position _____ Date of Termination _____

- ☐ Submit Termination ePNF to Human Resources immediately to ensure employee is not overpaid.
- ☐ Contact the IT HelpDesk for the employee's inventory list of technology and accessories that must be returned by their last day of work.
- ☐ Exit Interview – Employees will receive an email to complete the exit interview through NeoEd once the termination ePNF is submitted.
- ☐ Update and send job description to HR, if needed
- ☐ Submit Requisition once the new job description is uploaded through NeoEd
- ☐ Letter of Resignation (if applicable), email to hrdept@loyno.edu
- ☐ Submit final timesheet to Payroll on last day of work through LORA Self-Service
- ☐ Advise employee to return all university property on last day of work
 - ☐ Keys - to department head (Dept. head will return keys to Facilities – Attention: Locksmith)
 - ☐ Corporate Credit Cards (if applicable) – to Financial Affairs
 - ☐ Uniforms (if applicable) – to department head
 - ☐ ID card – return to Parking Services or Human Resources
 - ☐ Technology, computer and all peripheral devices including chargers and docking stations, hotspot, phone, monitors, and other university property – to department head.
- ☐ Check with Director of LRC, University Library, for any outstanding books or fees – extension 7165.
- ☐ Terminate IT access – contact support@loyno.edu
- ☐ For access to the employee's gmail and drive, submit Google Account/Content Access Form - <https://forms.gle/WFj7uhmukH5WrpWh7>
- ☐ Submit this form to Human Resources, Box 16

Department Head Signature

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