

NRC Termination Checklist

(For use with hourly staff, graduate assistants or volunteers)

Employee Name:

Today's Date:

Termination Date:

Account(s) Terminating:

Reason for Leaving:

Check one: Leaving MSU

Going to Another MSU Department/College

If so, where:

Employee Tasks:

Remove personal items from workspace

Unforward MSU/HC email

Remove personal electronic files from work

If HIT email, activate out of office assistant

Ensure hard drive is clean

If personal phone, change greeting message

Remove/return work files from home

Supervisor to Collect:

Keys (*get key sheet from SSA*)

Terminate access to project systems

Laptop/Tablet

Sole access to system(s)? If so,
password/login

Voicemail password

If pcard holder, documentation on pending
charges

Job manuals

Archive emails/ permission to access emails

NRC Administrator to Complete:

Terminate Share Drive access

Terminate Building Access

Terminate E-mail account

Terminate Status with HR Administrator

Terminate Status in Database

Notify HIPAA Compliance Officer

Terminate Secure File Room Access

Move NRC Personnel File

Signature of person completing form: _____