

TERMINATION CHECKLIST – NON BENEFITED EMPLOYEE

Project/Program Actions

EMPLOYEE NAME: \_\_\_\_\_ TERMINATION DATE: \_\_\_\_\_

CSE Employee ID: \_\_\_\_\_ CSU, Chico Empl ID: \_\_\_\_\_

HUMAN RESOURCES ACTIONS

Before Term Check

- |  |  |             |                |
|--|--|-------------|----------------|
| <input type="checkbox"/> Termination PAF                         | <input type="checkbox"/> Change in Relationship Form           | Date: _____ | Initial: _____ |
| <input type="checkbox"/> Checked for other projects              | <input type="checkbox"/> Confirm Supervisor will pick up check | _____       | _____          |
| <input type="checkbox"/> Give copy of PAF & timesheet to payroll |  |             |                |

Send to Employee (RGNA only) – Print e-mail & attach to term paperwork

- |  |   |       |
|--|---|-------|
| <input type="checkbox"/> Separation Letter | <input type="checkbox"/> Give copy of term PAF to Employee Relations Specialist | _____ |
| <input type="checkbox"/> DE 2320           |   |       |

After Term Check (as applicable)

- Send email to \_\_\_\_\_  
Megan Ting, KeyShop, Leslie Botsford, Suzy Buck, UAS Manager & Programmer, Kathy Kinsey & Gina McCammon
- Confirm-per payroll/Terminate in OneSolution \_\_\_\_\_
- Inactivate in PeopleSoft \_\_\_\_\_
- Check for Live Scan \_\_\_\_\_
  - Fax "No Longer Interested Form" \_\_\_\_\_
  - Delete file from Box \_\_\_\_\_
- Check for DMV \_\_\_\_\_
  - Add to *DMV Delete List* \_\_\_\_\_
  - Delete file from Box \_\_\_\_\_
- Move I-9 from *Active* to *Term* binder \_\_\_\_\_
- Scan term file into Box
  - Scan term documents into OneSolution record.  
\*If file contains bright pink half-sheet indicating the EE had PeopleSoft access, notify Dana Shepherd to delete access.