**Terminated Employee Checklist**

Employee Name:

Employee ID:

Termination Date:

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| --- | --- | --- |
|  | **Date** | **Item** |
| 🞎 |  | Notice of Termination of Employment Form received from campus/department. |
| 🞎 |  | Payoff Calculation Form completed by accountant (if partial year worked) |
| 🞎 |  | Change the forwarding address if necessary:  Personnel > Maintenance > Staff Demo > Demographic Information |
| 🞎 |  | Complete the Termination Date and Reason fields:  Personnel > Maintenance > Employment Info |
| 🞎 |  | Update the Remain Amt and Remain Pymts under Extra Duty Pay, if necessary:  Payroll > Maintenance > Staff Job/Pay Data > Pay Info |
| 🞎 |  | Update the Balance, Remaining Pymts\*\*, Payoff Date, End Date, and # Days Empld fields, if necessary:  Payroll > Maintenance > Staff Job/Pay Data > Job Info  \*\*The Remaining Pymts drive the final Withholding Tax Calculation. |
| 🞎 |  | Update the # Remaining Pmts field, if necessary:  Payroll > Maintenance > Staff Job/Pay Data > Deductions |
| 🞎 |  | Update Leave Balance if the employee worked a partial year, if necessary:  Payroll > Maintenance > Staff Job/Pay Data > Leave Balance |
| 🞎 |  | Enter a Non-TRS Payment for any unused Comp Time/Leave Days, if necessary:  Payroll > Maintenance > Hours/Pay Transmittals |