

TERMINATION CHECKLIST

Compensation

Salary and unused vacation/floating holiday calculated
Outstanding advances deducted from final check
Final check prepared and signed

Security

Cardkey returned
Re-key back door
Re-key roll down gate
Doorcode deleted
notify building mgmt. in writing
Security guard on-site

Computer Access

Login name removed
Hard drive files backed-up
Name removed from e-mail and mailing lists

Phone System

DID line rerouted to designated individual
Voice-mail box shutdown and removed

Other

Business cards returned
Cabinet and other misc. keys returned
Boxes for packing personal items available