



**Human Resources**

**Termination Form**

**End Specific Job/Assignment** --- **OR** ---  **Terminate Employment**

Full-Time       Part-Time       Student       Temporary

Name: \_\_\_\_\_  
Last First Middle

Employee Banner Number: \_\_\_\_\_ Job/Position Ending: \_\_\_\_\_ TUID: \_\_\_\_\_

Effective Date of Termination: \_\_\_\_\_ Last Date Worked: \_\_\_\_\_

Is this employee a supervisor?  Yes  No If yes, please provide supervisor replacement/proxy: \_\_\_\_\_

Is this termination of a specific job?  Primary Job  Secondary Job If yes, please specify Job number: \_\_\_\_\_

Termination Reason:  Voluntary with appropriate notice per contract       Voluntary with no notice       Retirement  
 Involuntary (requires HR authorization)       Leave of Absence       Death

**Supervisor Checklist – Employee has completed/returned the following:**

Written notice/letter of resignation		Laptop/Computer Equipment	
Keys		Cell Phone	
Manuals/handbooks		LCC Credit Card/P-Card	
StarCard (re-coded as non-employee)		Forwarding Address	
Forwarding Email Address		Departmental Exit Checklist (if applicable)	
Other:		Other:	

Employee Forwarding Address: \_\_\_\_\_

Employee Forwarding Email Address: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HR Checklist – The following have been completed:**

Rec'd Written notice/letter of resignation		Updated Employee Forwarding Address	
Updated Employee Forwarding Email		Completed/Attached HR Term Data Entry List	
Admin Review Leave Payout Amounts/Codes		Processed Leave Payouts/Email to Payroll	
Verified Employee Final Pay/Leave Payout		Entered/Verified Employee Term'n in Banner	
Documentation Retained in Employee File		Exit Interview Form Sent	

HR Data Entry Signature: \_\_\_\_\_ Date: \_\_\_\_\_