

Employee Name: _____

Manager Tasks

- Terminate employee through Manager Self Service (MSS) with appropriate documentation attached, i.e. resignation letter, notice of reduction-in-force, notice of dismissal.
 - If terminating a probationary employee, include a note in the comment box requesting the additional one (1) week pay in lieu of notice.
- Send notice to Accounting Office at ndsuhumanresources@ndsuhumanresources.edu to remove PeopleSoft Finance access
- Collect purchasing card ndsuhumanresources.pcard@ndsuhumanresources.edu
- Notify HR Office at ndsuhumanresources@ndsuhumanresources.edu to remove PeopleSoft HCM access and transfer direct reports, if applicable.
- Contact the IT Help Desk at 1-8685 to remove computer access, network services (e.g., Blackboard, File Services, Google Drive, Perceptive Content, Navigator), email account, etc. Additionally, inform the IT Help Desk if email and/or other services and access need to be transferred to another employee.
- Remove access to any third-party vendor services not managed by the Division of Information Technology. For example, Mediat, Livetext, or social media accounts.
- Remove employee contact and position information from department websites and directories.
- Contact Customer Account Services at 1-8782 or ndsuhumanresources.acct@ndsuhumanresources.edu to check on any Account Receivable balances
- Notify appropriate telephone administrator in your department to take care of deactivating voice mailbox.
[Telephone Admin list](#)
- Contact Parking Office at 1-5771 or ndsuhumanresources.parking@ndsuhumanresources.edu to cancel permit (Obtain parking permit).
- Check to see if the employee has a negative sick or annual leave balance. If so, contact Payroll at ndsuhumanresources.payroll@ndsuhumanresources.edu to request a Payroll Deduction Authorization form.
- If applicable, notify Telecommunications at 1-8401 to deactivate cell phone service and/or cellular wireless service and ATT&T calling card - obtain and destroy the AT&T calling card.
- Collect NDSU ID card and contact the NDSU Card Center at 1-6252 or NDSU.cardcenter@ndsuhumanresources.edu to cancel and return ID card.
- Collect all office/desk/file cabinet/building keys - return to key control in division.
Complete a Card Access removal request at <https://kb.ndsu.edu/page.php?id=103498>.
- If applicable, ensure research facilities, and equipment are cleaned. Clean out lab spaces of chemicals and remove all hazardous waste and then notify the Safety Office.
https://www.ndsu.edu/police_safety/environmental_health_and_safety/hazardous_waste_program/
- Complete the [Space Move and Use Change - Existing Departmental Space](#)
- Return all library material, contact circulation department at 1-8888.
- If applicable, complete the Disposition of Grants Form and submit it to Sponsored Programs Administration, R1 Building. This is for faculty and staff leaving NDSU to report changes in a grant's status. To access the form: <https://www.ndsu.edu/fileadmin/research/documents/SPA/forms/DispositionOfGrantsForm.doc>
- Notify the NDSU Motor Pool department so the driver ID can be disabled
- Any departmental "items" not addressed on this list

Employee Tasks

- Move all work related documents to a shared location for future teams members.
- Contact HR at 1-8961 to schedule an exit appointment or use this link to complete the exit survey on your own https://ndus.co1.qualtrics.com/jfe/form/SV_eQE0FyTp0b839qK
- Return all university issued property (building/office/desk/vehicle keys, laptop, cell phone, iPad, tablet, parking pass, Purchasing card, etc.)
- Terminated employees have continued access to HCM Self-Service for W-2 and payroll advice(s)
- Return all library material, contact circulation department at 1-8888.
- Benefits will continue until the end of the following month, after termination. If you have any questions or concerns regarding benefits, please reach out to Human Resources at NDSU.hr@ndsu.edu or call 701-231-8961.