

<b>Employee Termination Checklist</b>			
<b>Name:</b>			
<b>Person ID:</b>			
<b>Item</b>	<b>Contact</b>	<b>Complete</b>	<b>Initials</b>
Key	Christine Levitt		
Employee ID Badge	Supervisor give to Christine		
Parking Permit	Employee is responsible for dropping off their permit to the Parking Office Transcript Ave. or Hospital parking structure		
Pro Card	Supervisor give to Vickie		
Separation Document	Supervisor give to Christine after the employee and supervisor have signed it.		
Forwarding Address	Supervisor		
Login ID	Automatically deactivated when separated		
aXium sign on taken away	Al Kaplan		
Long Distance Code	Supervisor/Kelly Williams		
Remove from Listserv	Al Kaplan		