

**Davis School District
Terminating or Transferring Employee Checklist**

Employee Name:					
Employee Number:					
Processor Name:					
Processor Signature:					
Location:					
Classification :					
	Department	Questions	Date	Processor	Employee
Item	to Call	Phone	Completed	Initials	Initials
Notification Items					
	Receive or Create Termination/Transfer Letter				
	Personnel Action - Co-ordinate or Create				
	Send Termination Notice to Human Resources		402-5122		
	Notify Payroll to Block Final Paycheck		402-5236		
	Notify Information Systems of Effective Date		402-5601		
Financial Items					
	Reimbursements to District and Employee	Accounts Payable	402-5613		
	Travel Reconciliations Paid	AP/Travel	402-5613		
	Long Distance Phone Call Charges Paid	Communications	402-5400		
	Cellular Phone Charges Paid	Communications	402-5400		
	Insurance Premiums Paid	Insurance	402-5200		
Security/Access Items Return					
	Sams/Purchasing Card	Purchasing	402-7800		
	Travel Card to Purchasing Dept.	Purchasing	402-7800		
	Tools	Maintenance	402-7880		
	Access Card/Keys, ID. -Gas Card	Maintenance	402-7680		
	Terminate/Shred Other Access/Financial Cards	Purchasing	402-7800		
	Purchasing Dept. Terminated All Vendor's Cards	Purchasing	402-7800		
	Computer	Principal/Supervisor			
	Cell Phone	Communications	402-5400		
Instructional Materials					
	Testing Kits	Curriculum	402-5105		
	Non Consumable Materials	Curriculum	402-5105		
	Books and Manuals	Curriculum	402-5105		
Information Systems Access					
	DSD Network Access Termination	Information Syst	402-5602		
	District Phone Connection to Emp. Res.	Information Syst	402-5602		
	Oracle Security Termination	Information Syst	402-5602		
	E-Mail Access Termination	Information Syst	402-5604		
Personnel Items					
	Insure Termination Letter is Completed				
	Insure Personnel Action is Completed				
	Include This Completed Form in Personnel File				

Form Instruction

- 1 School or Department gives this form to employee when termination/transfer letter is accepted from employee or received from Human Resources Department.
- 2 Employee/supervisor ensures all items are addressed and signatures are obtained.
- 3 After the form is completed, retain copy at location.