

# Part-Time Employment Termination Checklist & Record



Urbana Park District  
303 W University Ave  
Urbana, IL 61801  
Phone: 217-367-1536  
www.urbanaparks.org

**SECTION 1 – Supervisor completes this section**

Employee First Name \_\_\_\_\_ Middle Initial \_\_ Last Name \_\_\_\_\_

Date of last day worked: \_\_\_\_\_

Reason:

- Resigned                     
  Terminated                     
  Inactive                     
  End of Season

Other: \_\_\_\_\_

Supervisor to:

- Disable Humanity Profile (one payroll cycle after last day worked)   
  Remove Amazon Business Account Access  
 Destroy P-Card     Collect Name Badge     Collect Keys     Disable FE Moran Alarm Code  
(email Kayla & cc Derek)  
 Address Change Form (see back)     Employee Exit Interview  
 Other \_\_\_\_\_

Admin to remove access to:

- UPD Login / Email     ActiveNet     AppliTrack     P-Card Chase     American Eagle  
 Un-enroll IMRF     Other \_\_\_\_\_

**SECTION 2 – Required Signatures**

Coordinator/Supervisor Name (Please Print) \_\_\_\_\_

Coordinator/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_