

Document manager	Organisation	Version	Date	Page:
HR-department	HR	3.0	2024-11-08	1 (1)

Checklist international staff	New employee (name):
Target group: employee	

Termination of employment

	What	Who	Reference	Completed
1	Termination of employment;	Employee	<u>Termination of</u>	
	according to routines at JU	Manager	employment	
2	Civil de-registration; notify the	Employee	Termination of	
	Swedish Tax Agency when		employment	
	moving from Sweden			
3	National Government Employee	Employee	Termination of	
	Pensions Board (SPV); ensure		employment	
	that SPV has the correct address			
	when moving from Sweden			
4	Housing; terminate	Employee	Termination of	
	- lease		employment	
	- insurance			
	- subscription			
5	Bank; close any bank accounts	Employee	Termination of	
			employment	