

## TERMINATION CHECKLIST

### Instructions:

Departments are encouraged to complete this form with all employees who are separating or being separated, whether voluntarily or involuntarily from employment with Saint Mary's College. It should be used to certify that all Saint Mary's College property in the possession of the employee has been returned to the employee's supervisor, rights to access College property or services have been appropriately discontinued and forms and files are processed in accordance with policy. This form will be filed in the employee's personnel file for future reference and should be returned to Human Resources no later than the last day worked by the employee.

Name of Departing Employee \_\_\_\_\_ Date \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISOR/DEPARTMENT RESPONSIBILITIES:

- #1 Notify Human Resources immediately**
- #2 If an employee is resigning or retiring, make sure employee has provided you AND HR with a resignation letter.**

**College Property: to be returned upon the resignation, termination or retirement of an employee (as applicable):**

Computer and associated equipment (laptop, etc)

Passwords and user id's/logins to all systems

Cell Phone/Pager/PDA/Blackberry/Treo/Radio etc.

Tools/Manuals/Software.

Information related to employment or research/design/development (while employed at SMC)

Uniform/shoes/protective apparel

Library books/materials (payment of late fees due at end of employment)

Automobile (completed personal auto use form by employee; submit to Payroll)

Collect Credit cards (complete VISA Distribution list from Business Office)

Collect any debt owed the College (travel advances, etc.,)

Keys (office, desk, file, vehicle, locker or campus master keys, etc.,)

Parking sticker (payment of any fines due at end of employment)

ID card

Other; detail:

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**Once termination occurs:**

Contact CaTs (technology changes)	Date:
Contact Public Safety	Date:
Contact Telephone Services	Date:
Submit final attendance to Payroll	Date:

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**HUMAN RESOURCES RESPONSIBILITIES:**

- Write a letter to departing employees confirming:
  - Resignation/termination or retirement,
  - Detailing benefit termination and continuation options,
  - Attendance submission,
  - Vacation accruals,
  - Retirement accumulation information.
- Communicate and authorize payroll to process final pay.
- Conduct an exit interview.
- Notify employee of final check status.

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### **EMPLOYEE RESPONSIBILITIES:**

#### **As soon as you know you will be leaving:**

- Submit letter of resignation to your supervisor AND Human Resources.
- Schedule an exit interview (extension 4213)

#### **Within one week before departure:**

- Purge all old e-mail messages or transfer to a disc or CD. If you aren't certain what to purge and what to keep, consult your supervisor.
- Clear personal computer files from hard drive and servers.
- Return all library materials, DVD's, books, or manuals and pay any outstanding fines.
- Submit final attendance record to Payroll with appropriate signatures.
  - If termination is occurring on any date OTHER than a payroll date the attendance report must be submitted one work day prior to leaving;
  - If the final day is a payday the attendance report must be submitted 5 workdays in advance.
- Settle any debt owed to the College or owed to you.
  - Travel advance,
  - Personal use of phone,
  - Personal use of vehicle,
  - Expense reports,
  - Etc.

#### **On your last day of employment:**

- Return your Staff/Faculty ID card to your supervisor
- Remove all personal items from your work space
- Return all College property: cell phone, pager, radio, keys, computer, credit card(s), parking sticker, uniforms, tools, etc., to your supervisor and review the supervisor/department responsibilities checklist.<sup>6/21/06</sup>
- Give your supervisor all passwords, user ID's and logins for all electronic accounts and equipment.
- Communicate to your supervisor the location of files or status of outstanding business.
- Let your supervisor and co-workers know if and how to best direct personal calls to you after you have left.

#### **Beyond:**

- Notify HR or Payroll of any address or status changes.