



Manager's Checklist For Departing Employees

Below a list of items that need to be completed once you learn that an employee in your group is leaving the University.

Immediately upon receiving notification:

- ☐ Request a written resignation letter from the employee, which must include the date of the last day the employee will work (e-mail is fine in lieu of written letter). Employee must work on their last day of employment.
- ☐ Send the resignation letter or email to your HR Business Partner.
- ☐ Contact Payroll at x3102 for instructions on completing the employee's final timesheet.

During the final weeks of employment:

- ☐ Verify that all travel and expense reports have been completed.
- ☐ Discuss with the employee the transition of his/her current projects and responsibilities.
- ☐ Discuss with the employee any recommendations that s/he may have regarding the position and how the position may be improved for the next employee.
- ☐ Discuss with the employee how s/he would like the departure announced and how to celebrate the transition.
- ☐ Remind the employee to check e-mail and C-drive for any personal data that s/he may wish to retrieve.
- ☐ Make arrangements to have IT forward any e-mails and voice mails to another staff member.
- ☐ Ensure that all pertinent data is transferred from the employee's computer before Client Services re-images the computer.
- ☐ Discuss the upcoming vacancy with your HR Business Partner. Review Position Description in Workday, and update as needed.
- ☐ Remind the employee to complete the online Exit Interview in Workday.

On or about the employee's last day of work:

- ☐ Collect the employee's office keys and ID card. Return keys to campus police.
- ☐ Ask employee if there is any Falcon Fund money on the ID card that needs to be refunded.
- ☐ Ensure that the employee has returned all University property, including computer equipment, personal devices and phones.
- ☐ Collect any University credit cards and receipts for purchases/expenses that the employee may have.
- ☐ Approve employee's final timesheet.