

# Checklist: Termination, Resignation, or Retirement

*Application: To be used by leaders (Manager, Department Chair, or Designate)*

Section 1: Check off Leave Departure Type	Reviewed/Completed
<b>Voluntary Departure: Resignation or Retirement</b> <ul style="list-style-type: none"> <li>- Receive resignation letter (email), provide employee with confirmation of resignation (email), and forward to HR Consultant.</li> <li>- Once the above step is complete, ask employee to enter their resignation/retirement in <b>Workday</b>.</li> </ul>	
<b>Involuntary Termination</b> <ul style="list-style-type: none"> <li>- Consult with your HR Consultant</li> </ul>	

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<b>Personal Belongings:</b> <ul style="list-style-type: none"> <li>- Discuss the collection of personal property prior to departure with the employee.</li> </ul>	
<b>Return of College Property (as applicable):</b> <ul style="list-style-type: none"> <li>- Keys</li> <li>- Employee ID Card</li> <li>- College purchase cards, credit cards, etc.</li> <li>- Laptop, Phone, iPad, or other technology</li> <li>- Other equipment or College property</li> </ul>	
<b>IT Access:</b> <ul style="list-style-type: none"> <li>- Notify IT to cancel/suspend access to IT systems (i.e. phone, cell-phone plans, etc.)</li> <li>- Please note when the termination is processed in Workday (email, network access) will end automatically.</li> <li>- Discuss with HR to provide IT with <b>advance notice</b> to discontinue/suspend employee access, if applicable.</li> </ul>	
<b>Finance/Budget:</b> <ul style="list-style-type: none"> <li>- Notify Finance to cancel/suspend Budget signing authority and access, cancel College credit cards, etc.</li> </ul>	
<b>Facilities Access:</b> <ul style="list-style-type: none"> <li>- Discuss with HR to provide Facilities with <b>advance notice</b> to discontinue/suspend employee access, if applicable.</li> <li>- Parking – Employee must contact Facilities to cancel/suspend</li> </ul>	
<b>Communications:</b> <ul style="list-style-type: none"> <li>- Notify C&amp;M (Communications Officer) to update contact information on Department website and/or necessary.</li> <li>- Notify C&amp;M to cancel access to communication system as applicable.</li> <li>- Prepare announcement of Departure to Department, and College, and internal/external partners as appropriate.</li> <li>- Ensure appropriate messaging on employee's office email, voicemail, etc.</li> </ul>	
<b>Other:</b> <ul style="list-style-type: none"> <li>- Discuss with employee to submit any outstanding items for processing (i.e. Overtime, expense reimbursement, etc.)</li> </ul>	