

Supervisor/Manager Checklist for Employees Exiting the College

Once you receive a resignation:

- ✓ Notify Human Resources, ext. 6773
- ✓ Ask for a written resignation (if you were notified verbally)
- ✓ Consider planning a party or luncheon with the department for the employee leaving
- ✓ Send special requests to Information Technology Services(ITS) - Human Resources will notify ITS of the employee's resignation; however if you have special requests for email accounts; such as forwarding of email or other technology requests, contact Corey Becker ext. 6794

On the employee's last day:

- ✓ Remind the employee to return keys, ID badge and parking tag to the Safety Office
- ✓ Collect credit cards, gas card, cell phones, laptops and other college property
- ✓ Return all credit cards to the Business Office
- ✓ Return all computers, phones and related equipment to Information Technology

Human Resources and Payroll will take care of:

- ✓ Notifying benefits vendors
- ✓ Calculating final pay
- ✓ Conducting an exit interview
- ✓ Notifying: Safety Office, Information Technology, Advancement and Financial Aid (as applicable)
- ✓ Removing the employee's name from the directory