

Northland Community and Technical College
Supervisor's Checklist for Employee Separation

Employee Name _____

- _____ 1. Request a written resignation letter from the employee and send the resignation letter to Human Resources.
- _____ 2. Submit a Grouplink Separation Ticket (Use Template).
- _____ 3. Complete and approve a final time card in Workday.
- _____ 4. Collect all keys and access cards from the employee on the final day and return to EGF – Bryan Berger; TRF – Tim Bergerson.
- _____ 5. Ensure that all equipment has been returned:
Teleworking equipment must be returned to campus
 - _____ Laptop/Computer _____ Cell Phone
 - _____ Monitor(s) _____ Digital Camera
 - _____ Phone Card _____ Credit Card
 - _____ Other _____
- _____ 6. Ensure all on-line account access is terminated.
- _____ 7. Supervisor inform the President's Office to revoke the employees Delegation of Authority.
- _____ 8. Assure that all travel and expense accounts have been completed.
- _____ 9. Ensure all library materials have been returned.
- _____ 10. Verify with business office there are no outstanding resale invoices or procurement card purchases.
- _____ 11. Discuss with the employee the transition of their current projects.
- _____ 12. Discuss with the employee how they would like their departure announced and how to celebrate their transition.
- _____ 13. Remind the employee to set up an appointment with the Human Resources Department for exit information.
- _____ 14. Ensure employee office is cleaned out. Secure any private or confidential documents.
- _____ 15. Prior to departure, ensure Office 365 off-boarding steps are completed. See [SharePoint](#). Contact Northland IT for assistance as needed.

Comments:

Supervisor Signature _____