

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

- \_\_\_\_\_ 1. Request a written resignation letter from the employee, provide written acceptance of resignation to employee. Copy Human Resources on employee resignation and supervisor written acceptance.
- \_\_\_\_\_ 2. Discuss with the employee how they would like their departure announced.
- \_\_\_\_\_ 3. Remind the employee to set up an appointment with the Human Resources Department for exit information.
- \_\_\_\_\_ 4. Collect Facility Access Card and/or keys from the employee on the final day and return to appropriate individual.
- \_\_\_\_\_ 5. Collect equipment and return to appropriate department(s):
  - \_\_\_\_\_ Laptop/Laptop Bag/Extra Monitor etc.
  - \_\_\_\_\_ Cell Phone
  - \_\_\_\_\_ Credit Card
  - \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ 6. Supervisor has informed the President's Office to revoke the employees Delegation of Authority.
- \_\_\_\_\_ 7. Assure that all travel and expense accounts have been completed.
- \_\_\_\_\_ 8. Ensure all library materials have been returned.
- \_\_\_\_\_ 9. Verify with business office there are no outstanding resale invoices.
- \_\_\_\_\_ 10. Discuss with the employee the transition of their current projects, arrange for transfer of electronic files to Supervisor.
- \_\_\_\_\_ 11. Submit Grouplink Ticket – Separating Employee Template. Request forwarding of emails and or phone extension via Grouplink.
- \_\_\_\_\_ 12. Prior to last day of employment, complete a final time sheet and submit via eTimesheet (as applicable). Faculty – adjust FWM assignment as necessary.
- \_\_\_\_\_ 13. Assure employee has cleaned out office and arrange with facilities for any cleaning, repairs, etc of office space. Assure private or confidential files have been secured or removed from office.