

EMPLOYEE SEPARATION CHECKLIST

Employees who are leaving Shepherd University need to complete the following actions before their departure. Actions listed under Supervisor/Department Responsibilities need to be completed by the appropriate authorities in the department in which the employee works.

Do not submit this checklist to any office when the required actions have been completed. It is intended simply as a helpful tool to facilitate the separation process.

Supervisor/Department Responsibilities

- _____ Complete a Separation Notice in PeopleAdmin, the online HR system.
- _____ Ensure that the Human Resources Office has a copy of the employee's resignation/retirement notice.
- _____ If the departing employee is in a leave earning position, ensure that all leave has been entered into Kronos and approved by the employee's supervisor.
- _____ Be sure that the employee's Kronos timecard has been approved, if applicable.
- _____ If a P-card has been assigned to the employee, ensure that the card is returned to Procurement Services.
- _____ Collect the employee's Rambler Card and give it to the Facilities Management staff, or make sure that the employee takes the Rambler Card to Facilities. Confirm with Facilities that it has been received.
- _____ Collect all University property before the employee leaves campus for the final time (uniforms, laptops, etc.). Keys must be returned to Facilities Management, not to the department in which the employee works.

Employee Responsibilities

- _____ Submit written notice of your resignation/retirement to your immediate supervisor, including the ending date. Email notifications are acceptable. Send a copy to the Human Resources Office. Faculty members also should send a copy to the Provost.
- _____ Return your P-card to Procurement Services and reconcile Visa purchases if your job responsibilities include P-card management.
- _____ Re-set your phone's voicemail to be the same as your 4-digit extension number and change the voicemail greeting. This is important because Shepherd is charged \$200 if the phone company has to re-set a password so that another person can access that phone's voicemail and create a new voicemail message.
- _____ Pay all outstanding debts including parking violations, tuition expenses, library fines, etc.
- _____ Take your Rambler Card to Facilities Management, if possible. If that is not possible, then give it to your supervisor.
- _____ Return all University property (keys, uniforms, laptops, P-card, etc.). P-cards go to Procurement Services; keys go to Facilities Management.
- _____ If your position is leave earning, make sure that all leave has been entered into Kronos. Payment for unused annual leave generally is included in the last paycheck.
- _____ Remove all personal items from your work space.
- _____ Retirees, notify the HR Office if you want to keep your Shepherd email account. Please consult the retirement website for more information (<http://www.shepherd.edu/hr/retirement/>). Email accounts for all other employees will be inactivated at the end of their employment.