



END OF EMPLOYMENT CHECKLIST

INSTRUCTIONS:

Departments are encouraged to complete this form with all employees who are separating or being separated, whether voluntarily or involuntarily from employment with Saint Mary’s College. It should be used to certify that all Saint Mary’s College property in the possession of the employee has been returned to the employee’s supervisor, rights to access College property or services have been appropriately discontinued and forms and files are processed in accordance with policy. This form will be filed in the employee’s personnel file for future reference and should be returned to Human Resources **no later than the last day worked by the employee.**

Name of Departing Employee: _____ Date: _____

Supervisor: _____ Date: _____

SUPERVISOR/DEPARTMENT RESPONSIBILITIES:

1. **Upon receipt of resignation, notify Human Resources immediately by forwarding letter of resignation**
 - a. **If employee has provided only a verbal resignation, ask them to provide a letter of resignation**
2. **Collect all College property**
3. **Have terminating employee schedule exit interview with HR**

| Item: | Initial/Date Returned: |
|--|------------------------|
| Computer and associated equipment (laptop, etc.) | |
| Passwords and user id’s/logins to all systems | |
| Cell phone/pager/radio etc. | |
| Tools/manuals/software | |
| Information related to employment or research/design/development while employed at SMC | |
| Uniform/shoes/protective apparel | |
| Library books/materials (payment of late fees due at end of employment) | |
| Automobile (completed personal auto use form by employee; submit to Payroll) | |
| Purchase Cards | |
| Collect any debt owed the College (travel advances, etc.,) | |
| Keys (office, desk, file, vehicle, locker or campus master keys, etc.) | |
| Parking sticker (payment of any fines due at end of employment) | |
| ID card | |
| Other (detail): | |

UPON TERMINATION:

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|--|--|
| Submit final attendance to Payroll (5 days prior to termination date) | |
| Turn in P-CARD and ID to the Business Office | |
| Contact ITS (HR responsibility) | |
| Contact Telephone Services (HR responsibly) | |