

## Supervisor Separation Checklist

As a supervisor, guiding a permanent EHRA Faculty, EHRA Non-Faculty or SHRA employee through the separation process is a crucial responsibility. The following is a standardized checklist that can be used for EHRA Faculty, EHRA Non-faculty, and SHRA employees whose employment is ending through resignation, retirement, or termination.

The checklist is designed to assist in the offboarding of departing employees. It serves as a guide to ensure that essential steps are taken, facilitating a seamless transition for the departing employee while ensuring the return of all university property.

<b>Supervisor's Responsibility</b>	
	Receive the resignation letter from the employee.
	Acknowledge and accept the employee resignation.
	Begin the separation process in PeopleAdmin and upload the resignation letter into PeopleAdmin (resignation letter not applicable to involuntary terminations).
	Advise the employee to submit their timesheet/leave report on or before their last day.
	Collect all university-owned property (e.g. keys, cell phone, laptop, uniforms, P-Card, library books etc.)
	Collect Procurement Card and reconcile account
	Collect Travel card and Reconcile account
	Request removal any Banner access from the employee
	Instruct employees to set an autoreply on their email account to direct emails to the appropriate persons.
	Facilitate knowledge transfer by documenting ongoing projects, tasks, and responsibilities.
	Instruct employee to set their voicemail recording to direct callers to the appropriate person.
	Identify and designate successors or colleagues to take over the departing employee's duties
	The performance management evaluation should be completed prior to the employee's last date of work.
	Update any departmental distribution list as needed employee's name from authorized signature lists (if applicable).
	Provide employee with the "Separation Checklist for Employees"
	Cancel signature authority
	Submit Building Access Authorization request access change
	Express appreciation for the employee's contributions and professionalism.
	Ensure a positive and respectful departure experience for the departing employee.