 Employee Departure Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** Click or tap here to enter text. | **Job Title:** Click or tap here to enter text. | | |
| **Employee Association:** BUCSA BFA N/A | **Department**: Click or tap here to enter text. | | |
| **Last Date at work:** Click or tap to enter a date. | **Type of departure:** Choose an item. | | |
|  | | | |
| **Task** | **Done** | **N/A** | **Responsibility** |
| **Upon Notice of Departure** | | | |
| Request confirmation of receipt resignation/leave letter and follow with acceptance of resignation/leave |  |  | Supervisor |
| Provide official notification to HR to prepare for the exit process |  |  | Supervisor |
| **Two Weeks In Advance of Departure** | | | |
| Prepare a farewell message for permanent employees that are leaving Brescia and forward to Dr. of Human Resources. |  |  | Supervisor |
| Internal communication of the employee exit- An email announcement will be sent out to faculty and staff prior to the individual’s last day for permanent employees. Communication of all employee departures is included in the monthly HR Newsletter |  |  | Dir. of Human Resources |
| Update department webpages; communicate the employee’s departure and forwarding contact to vendors/contacts (if applicable). Submit JIRA request to ITS to inform them of the departure. |  |  | Employee or Supervisor |
| Remove all personal items from personal office computer/network drives and move work related documents to a shared folder on the W drive |  |  | Employee |
| Ensure handover documents have been created and shared with relevant members |  |  | Employee |
| Ensure all personal, OT/LT, and vacation or time sheets have been submitted and approved |  |  | Employee and Supervisor |
| Arrange final payments & benefits meeting  Computer loan balances |  |  | Human Resources |
| Parking Permit |  |  |
| PD benefits |  |  |
| Tuition benefits |  |  |
| Expense Reimbursements |  |  |
| Health benefits |  |  |
| Pension |  |  |
| Vacation/OT balances |  |  |
| Exit interview (optional) |  |  | HR |
| Request to hire form sent to HR to initiate recruiting for a replacement (if applicable) |  |  | Supervisor |
| **Within Last Few Days of Departure** | | | |
| Collect Department/Faculty Property  Laptop and/or peripheral devices |  |  | Supervisor |
| Cell phone |  |  |
| Credit card |  |  |
| Office/Building Keys |  |  |
| Set email auto-reply, change outgoing voice mail, and re-set voice mail password to 1234 |  |  | Employee |
| **Following Employees Last Day** | | | |
| Network Access /Intranet Access /Remote Access/Software Access/Telephone Extension removed |  |  | ITS |
| Website Access removed |  |  | Communications |
| Building Access removed |  |  | Facilities Management |
| Computer login, Email Distribution Lists and Online Directories removed |  |  | HR |
| Ensure home mailing address remains up to date so that tax statements can be mailed to the correct address, [brescia.payroll@uwo.ca](mailto:brescia.payroll@uwo.ca) |  |  | Employee |