R·I·T Department of Human Resources - Employee Termination Checklist

Employee Name [   ] **Emp Number** [   ] **Last Day Worked** [   ]

The following checklist should be completed when an RIT employee terminates employment (by resignation, involuntary termination, retirement, or reaching appointment end-date). All items may not apply to a given individual. Supervisors should **complete Page 1 of this checklist and submit the completed, signed checklist to Human Resources in Eastman Hall, 5th Floor for file. Supervisors should also print Page 2 of this checklist for the departing employee for review and action; discuss any items requiring resolution. The Employee Section of this checklist does not need to be returned.**

DONE	N/A	SUPERVISOR ACTIONS ON OR BEFORE EMPLOYEE'S LAST DAY
		Immediately notify HR Manager (HRM) of employee's departure and effective date
		Obtain a letter of resignation and send to HRM or provide to HRM a copy of the communication given to the employee notifying them of the termination of employment or attach either to departure transaction in Oracle
		Complete Employee Departure transaction in Oracle RIT Supervisor Self Serve: https://mybiz.rit.edu
		Ensure completion of employee's final time sheet and verify vacation balances (non-exempt employees)
		Verify accuracy of vacation balance in Oracle (exempt employees)
		Review approval authority for Oracle HR and Financial transactions and adjust as necessary. More information can be found at: https://www.rit.edu/fa/controller/AMEFinHRTrans
		Encourage employee to schedule exit interview with HR Manager
		Refer employee to Benefits representative for COBRA information or any other benefits issue
		Communicate departure of employee to appropriate faculty and staff
		Verify that all travel advance/expense reports and petty cash reimbursements are submitted for payment
		Cancel/Transfer University-paid subscriptions and memberships in professional organizations
		Retrieve building and other keys (including keys to University-owned vehicle)
		Retrieve University ID card and any University-issued credit cards; destroy cards
		Any remaining Tiger Bucks balance on your account over $10 will automatically be refunded to you. Visit Tiger Spend to view current balances and direct questions to the RIT Service Center.
		Verify that employee has returned all University property (e.g. vehicle registration, cell phone, pagers, computers, University-provided clothing, tools, equipment)
		Remind employee to returned all borrowed material for work purposes to Wallace Center
		Remove employee's name from building directory, distribution lists and phone lists
		Change password on any shared computer accounts
		Change employee voice mail and password or disconnect phone line if phone is no longer needed - contact ITS through http://www.rit.edu/its/help for assistance
		Change codes on door entry systems

Supervisor Name [   ] **Supervisor Signature** _____ **Date** [   ]

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The following informational checklist is for your use as you prepare to leave RIT. All items may not apply to you.
Please review this checklist with your supervisor before your last day of work.

EMPLOYEE ACTIONS ON OR BEFORE LAST DAY

DONE	N/A	**PERSONAL**
		Remove personal items from your work area
		Submit a written resignation letter to your supervisor
		Change your address in Employee Self Serve
		Contact your HR Manager to schedule an exit interview before your last day; contact info is found at http://www.rit.edu/fa/humanresources/content/hr-services
		Your HR Benefits representative will send you a letter about termination/continuation of applicable benefit programs. Contact them if you have questions about the letter. http://finweb.rit.edu/humanresources/benefits/
		Check for Tiger Bucks balance and email mydining@rit.edu to notify them to 1) Leave the account active or 2) Ask for the funds back in their last pay check if applicable

RETURN ALL UNIVERSITY PROPERTY, including

Keys (building, office, desk, files, vehicles, lockers, etc.)		
Computers/laptops/palm pilots or other peripheral equipment (e.g., printers, cameras)		
Cellular phones/pagers/2-way radio		
Records (documents, files, correspondence, etc.)		
Credit/procurement/travel/calling cards, and related receipts		
Library books, CD texts, periodicals, manuals, books		
Uniforms/gear/tools/instruments/job accessories		
Vehicle registration (if RIT-owned vehicle)		

ELECTRONIC RECORDS

Retrieve or delete any personal files/information on your office/home PC, office/department server, lab server, central file space, etc.
Retrieve any University email files, or files on other University email servers and systems, that you wish to retain. *Note*: *a. You must have the permission of your supervisor to copy any University files or records. b. RIT retirees are eligible to continue their RIT email accounts indefinitely but must contact ITS HelpDesk to arrange the transition.*
If you will have a new email address, make arrangements for your email to be forwarded.
Return (transfer, copy, etc.) to the appropriate and/or University administrator(s) any University data files, electronic documents and records, etc., that are stored on your personal work PC or in your personal server file spaces.
If you possess sole access rights to an administrative database, software application, information system, etc., that is necessary for program or college/division administration or operations, transfer the passwords to the appropriate personnel, or arrange for the appropriate personnel to be given the access needed to assure continued operations.
Delete or return any University owned/licensed software that is contained on a home computer.