RIT Department of Human Resources - Employee Departure Checklist

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. Supervisors should also print Page 2 of this checklist for the departing employee for review and action; discuss any items requiring resolution.

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

DONE	N/A	SUPERVISOR ACTIONS ON OR BEFORE EMPLOYEE'S LAST DAY
☐	☐	Complete Employee Departure transaction in Workday. Attach resignation letter to transaction. How-To URL: View Media - Workday
☐	☐	Ensure completion of employee's final time sheet and verify vacation balances in Workday (non-exempt employees)
☐	☐	Verify accuracy of vacation balance in Workday (exempt employees)
☐	☐	Notify employee that they should expect to receive an exit interview survey via email. For any questions, please reach out to your respective HR Business Partner.
☐	☐	Submit Request Access to A Former Employee's User Data to retain any electronic records required to comply with the RIT Records Management Policy
☐	☐	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 vehicles)
☐	☐	Verify that employee has returned all University property (e.g. vehicle registration, cell phone, pagers, computers, University-provided clothing, tools, equipment)
☐	☐	Remind employee to return all material borrowed for work purposes to Wallace Center
☐	☐	Remove employee's name from building directory, internal 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 RSC through 475-5000 help@rit.edu for assistance
☐	☐	Change codes on door entry systems/alarm systems
☐	☐	Obtain from departing employee a summary of project work, process documentation, manuals, location of files (physical and electronic) and other items related to the transfer of knowledge before the employee departs the university.
☐	☐	Communicate departure of employee to appropriate faculty and staff
☐	☐	Retrieve University ID card and any University-issued credit cards; destroy cards

RIT Department of Human Resources - Employee Termination Checklist

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, RETURN ALL UNIVERSITY PROPERTY, including

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

EMPLOYEE ACTIONS ON OR BEFORE LAST DAY, ELECTRONIC RECORDS

☐	☐	Retrieve or delete any personal files/information on your office/home PC, office/department server, lab server, central file space, etc. Access after termination may be limited and/or unavailable.
☐	☐	Retrieve any University email files, or files on other University email servers and systems, that you wish to retain. Note: a) You must have written permission of your supervisor to copy any University files or records. b) RIT retirees are eligible for an RIT email account indefinitely but must contact ITS HelpDesk to arrange the transition.
☐	☐	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, or in your personal devices (e.g. text messages, etc.)
☐	☐	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 and/or personal devices.
☐	☐	Work with your supervisor to ensure all RIT Records (including emails, Slack communications, Avaya Cloud Office records) are preserved in accordance with RIT's Records Management Policy C22.0. Be sure to inform your supervisor if any of your RIT Records are subject to litigation hold.

EMPLOYEE ACTIONS ON OR BEFORE LAST DAY, PERSONAL

☐	☐	Remove personal items from your work area
☐	☐	Submit a written resignation letter to your supervisor
☐	☐	Update, as applicable, your address in Workday
☐	☐	Print/Save last 3 pay stubs and W-2's for personal records
☐	☐	Expect to receive an exit interview survey via email. For any questions, please reach out to your respective HR Business Partner.
☐	☐	HR Benefits will send you a letter about termination/continuation of applicable benefit programs. Contact RSC if you have questions about the letter at 475-5000 or help@rit.edu
☐	☐	Any remaining Tiger Bucks balance over $10 is automatically refunded. Please use Dining General Request form if there are any other questions.