



NORTHWESTERN
HEALTH SCIENCES
UNIVERSITY

To: All Managers
From: Human Resources
Subject: Manager Checklist for Exiting Employees

Dear Manager,

An employee's departure can be a time of questions for managers as they try to determine what steps they need to take. We've designed the attached checklist in an attempt to answer any questions you may have and walk you through, step by step, your responsibilities when one of your employees leaves.

There are a few things that I would like to highlight. It is very important that you, as a manager, fill out the Employee Change Form to process their termination. Completion of this form triggers pay to stop, important benefits information to be mailed out and helps us to maintain current records.

This checklist is designed to save you time and make an employee's exit from the company that much smoother. If you have any questions or comments, please contact human resources.

Thank you,

Human Resources Department

Exit Checklist

Employee's Name:	
Supervisor:	
Department:	
Last Day Worked:	
Termination Effective Date:	

Collect all applicable company property from employee. Not all items may apply.

Action	Owner	Instructions	Completed	N/A
Notify HR	Manager	If the employee has given you a letter of resignation, please hand it in to HR for the employee file.		
Employee Status Change Form	Manager	This form can be obtained in Human Resources Department. Fill out the Employee Name, the Termination Date, & the Reason for Termination		
Final Expense Report/Time Card	Manager	Remind employee to complete final Expense Report and/or Timesheet if applicable.		
University Files & Documentation	Manager	Request that employee return any and all University documents from a home or off-site office.		
University Laptop and University Equipment	Manager	Request that employee return University laptop computer and any university from a home or off-site office.		
Voicemail	Manager	Request that employee clears out their voicemail prior to leaving.		
Keys	Manager	Return keys to Human Resources Department.		
University Credit Cards	Manager	Collect any University issued credit cards and return to Accounting Department for cancellation.		
Security Badge & Other Cards	Manager	Security and employee badges collected and returned to Human Resources Department.		
Office/Cube Area	Manager	Clean-out office or cubical, go through papers, etc. after employee leaves the University.		
Action	Owner	Instructions	Completed	N/A
Manager Checklist	Human Resources	Email the Manager this Checklist & Instructions.		
Exit Interview	Human Resources	As soon as HR is aware of the termination, a representative will schedule an exit interview with the employee prior to the last day of employment.		
Computer, Email, & Telephone	Human Resources	Human Resources will work with IT Department to cancel any dial-in, Email, and wireless accounts.		
Payroll/PTO	Human Resources	When the Employee Status Change form is received by HR, it will be keyed into the system stopping payroll and paying out any earned, but unused PTO to the employee.		
Contact Accounting	Human Resources	Human Resources will make arrangement with Accounting of any outstanding charges or loans.		
COBRA	Human Resources	COBRA notification will be sent to employee within 14 days of termination.		

Returned University Property *(Not All Items May Apply)*

- Office & Desk Keys
- Security Access Card
- Employee Badge
- Cell Phone
- Pager
- University Credit Cards
- Laptop
- Any University Documents or Files
- Any University Equipment