

The steps outlined should be taken when an employee is ending their employment or current role, whether through a leave, resignation, retirement, termination or transfer.

Employee Name		Western ID	
Supervisor Name		Department	
Job Title		Posn Mgmt #	
End Date			

Part 1: Employee's Responsibilities

Upon Notice of Departure

	Submit resignation/leave letter to your manager/supervisor
	Obtain confirmation of receipt and acceptance of resignation/leave from manager/supervisor
	Obtain Knowledge Transfer Template from supervisor

Two Weeks In Advance of Departure

	Settle any cash advances, pending reimbursements, petty cash accounts, parking or library fines, or any other un-settle accounts.
	If in a supervisory role, ensure that budgetary records, HR files, letters or emails containing resource commitments or unit strategic plans are labeled and organized in hard copy files for the supervisory successor.
	Complete Knowledge Transfer Template and Project/Active Work Status Report

Within Last Few Days of Departure

	Remove all personal items from offices and network drives (U drive, S drive, T drive, etc.), and delete personal emails from your email accounts.
	Return ALL keys, University credit cards or travel cards, parking permit tags, laptops and/or peripheral devices, cell phones, tablets etc.
	Set email auto-reply, change outgoing voice mail, and re-set voice mail password to 1234.
	Schedule exit interview with Schulich Human Resources (for PMA roles) or UWOSA (for UWOSA roles)

After Departure

	Ensure your home mailing address remains up to date in myHR so that your tax statements can be mailed in February (Resource: https://myhr.uwo.ca)
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