

Employee Name	
Employee Job Title	
Supervisor Name	
Hire Date	
Departure Date	

Responsibilities of the Departing Employee	
Upon Notice of Departure	
	Submit resignation/leave letter to your manager/supervisor
	Obtain confirmation of receipt and acceptance of resignation/leave from manager/supervisor
Two Weeks In Advance of Departure	
	Settle any cash advances, pending reimbursements, petty cash accounts, parking or library fines, or any other unsettled 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 Employee 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
After Departure	
	Ensure your home mailing address remains up to date in MyHR so that your tax statements can be mailed in February