Voluntary Resignation Checklist for Managers

Before the employee's last day:

- [ ] Enter resignation into Workday
    - If exempt, any pending vacation must be submitted as soon as resignation has been given to the manager for Human Resources to correctly process their resignation.
- [ ] Verify that any important information (if any) is moved from the local hard drive and personal drive onto a shared drive.
- [ ] Plan to reassign responsibilities and then communicate that to coworkers, customers, and vendors as necessary.
- [ ] Ensure final hours are correctly entered into Workday.
- [ ] If the employee has any questions about benefits or retirement, they should contact Mary Cote in Human Resources.
- [ ] If applicable, please ensure your employee submits all remaining receipts/expenses 1-2 weeks prior to their departure.
- [ ] Encourage them to complete their exit interview. They will receive an email with instructions to complete an online survey or the option to reach out to HR and conduct an in-person exit interview.
- [ ] Final Expense Reports – employees or their delegate should submit final expense reports in Workday, before 5:00 p.m. on their last day of employment. Delegation access ends as of the employee's termination date. If final credit card transactions have not imported into Workday prior to your termination date, please email the receipts and coding to Accounts Payable.
- [ ] For hourly employees who enter their time in Workday, timesheets should be submitted by the end of their last day.
- [ ] Collect all property:
    - ID Badge
    - Keys
    - Electronic Equipment (Laptop, radio, other)
    - Uniforms
    - Credit Card(s) – shred or return to the Bursar's Office

After employee's last day:

- ❑ Change any common mechanical codes, locks or combinations
- ❑ Work with Human Resources to review job description and begin posting and filling the position.