**Employee Name**

**Dept./Position:**

**Last Day Worked:** **Last Day of Employment:**

**Date of Final Pay Check:**

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| ☐ Request resignation letter from employee/manager  |
| ☐ Provide employee with Exit Questionnaire and schedule Exit Interview |
| ☐ Advise employee to call about Pension (if applicable) |
| ☐ Email manager and ask – Do you need access to terminated employee’s email or files? Please respond Y or N by XX date (one week from date email is sent). |
| ☐ Move medical file from active to terminated |
| ☐ Complete any termination paperwork for pension and send in |
| ☐ Terminate and process personnel jacket on personnel file |
| ☐ Pull I-9 form from active binder, enter and file form in the terminated I-9 binder |
| ☐ Prepare & provide employee with COBRA letter (medical and/or dental) |
| ☐ Delete from Medical Ins FT  |
| ☐ Delete from Life Ins FT  |
| ☐ Conduct Exit Interview (ask for personal email & if last paycheck will be picked up or  mailed) |
| ☐ Collect Employee Handbook  |
| ☐ Collect access card/keys  |
| ☐ Enter into Benefitsolver for W-2s |
| ☐ Enter Unemployment info |
| ☐ Transfer benefit file to terminated section of cabinet |
| ☐ Remove from Photo Directory |
| ☐ Enter into Position Turnover Report |
| ☐ Send IT ticket to:* Archive and remove accounts: If manager responded “Y” to needing access to term’d staff email or files include in the email.
* Please reset passwords for Google and Active Directory accounts and give to department manager (if manager responded “N”, include in the email: Please archive email and remove Google account (include employee name, dept, termination date and manager name).
* For all term’d staff: Transfer ownership of Drive files to department manager. For all non-CIRC staff: Archive H drive files and remove from Active Directory.
* Deactivate access card & note date card can be reassigned (current date + 6 months)
* Contact consortia and remove ILS login
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| ☐ Notify CIRC Manager (cc: CIRC Supervisor) of termination (name, dept. and term date) to  delete staff library card / change to patron-only status  |
| ☐ Notify Finance & Operations Mgr to check if employee is registered for future dated  seminars or conferences |
| ☐ Delete from regional library system database |
| ☐ Remove from phone list, emergency closing list, CPR/AED list, etc. |
| ☐ Remove name from mailbox |
| ☐ Remove from life insurance coverage, stop all accruals, advise when last check will be issued  |
| ☐ On final payroll run, include vacation due taking into consideration that the accumulated  current balance does not include the new payroll additions. Add them in when completing  payroll. |
| ☐ Delete from Access Database for current employees |
| ☐ Go into Access Database for former employees,insert new record |
| ☐ Delete from Car Insurance list and pull Declaration Page from 3 ring binder. |
| ☐ Delete from Payroll Worksheet |