

R · I · T Department of Human Resources - Employee Departure Checklist

Employee Name Emp Number Last Day Worked

The following checklist should be completed when an RIT employee terminates employment (by resignation, involuntary termination, retirement, or reaching appointment end-date). All items may not apply to a given individual. Supervisors should complete Page 1 of this checklist and submit the completed, signed checklist to Human Resources via email (HR@rit.edu) Eastman Hall, 5th Floor for file. Supervisors should also print Page 2 of this checklist for the departing employee for review and action; discuss any items requiring resolution. The Employee Section of this checklist does not need to be returned.

DONE N/A

SUPERVISOR ACTIONS ON OR BEFORE EMPLOYEE'S LAST DAY

Complete Employee Departure transaction in Oracle RIT Supervisor Self Service . Attach resignation letter to transaction.
Ensure completion of employee's final time sheet and verify vacation balances (non-exempt employees)
Verify accuracy of vacation balance in Oracle (exempt employees)
Review approval authority for Oracle HR and Financial transactions and adjust as necessary. See the Updating FIN and HR Approver and Reviewer user guide .
Encourage employee to schedule exit interview with HR Business Partner .
Obtain from departing employee a summary of project work, process documentation, manuals, location of files (physical and electronic) and other items related to the transfer of knowledge before the employee departs the university.
Communicate departure of employee to appropriate faculty and staff
If employee oversees Kronos timecards, designate a supervisor to oversee those time cards. If new supervisor needs access, please use the Kronos Supervisor Access Request form in the RIT Service Center.
Verify that all travel advance/expense reports and petty cash reimbursements are submitted for payment
Cancel/Transfer University-paid subscriptions and memberships in professional organizations
Retrieve building and other keys (including keys to University-owned vehicle)
Retrieve University ID card and any University-issued credit cards; destroy cards
Verify that employee has returned all University property (e.g. vehicle registration, cell phone, pagers, computers, University-provided clothing, tools, equipment)
Remind employee to returned all material borrowed for work purposes to Wallace Center
Remove employee's name from building directory, internal distribution lists and phone lists
Change password on any shared computer accounts
Change employee voice mail and password or disconnect phone line if phone is no longer needed – contact RSC through 475-5000 help@rit.edu for assistance
Change codes on door entry systems/alarm systems

Supervisor Name Supervisor Signature _____ Date

The following informational checklist is for your use as you prepare to leave RIT. All items may not apply to you. Please review this checklist with your supervisor before your last day of work.

EMPLOYEE ACTIONS ON OR BEFORE LAST DAY

DONE N/A **PERSONAL**

Remove personal items from your work area
Submit a written resignation letter to your supervisor
Update, as applicable, your address in Employee Self Serve
Print/Save last 3 pay stubs and W-2's for personal records
Contact your HR Business Partner to schedule an exit interview before your last day.
HR Benefits will send you a letter about termination/continuation of applicable benefit programs. Contact RSC if you have questions about the letter at 475-5000 or help@rit.edu
Any remaining Tiger Bucks balance over \$10 is automatically refunded. Please use Dining General Request form if there are any other questions.

RETURN ALL UNIVERSITY PROPERTY, including

Keys (building, office, desk, files, vehicles, lockers, etc.)
Computers/laptops/tablets or other peripheral equipment (e.g., printers, cameras)
Cellular phones/pagers/2-way radio
Records (documents, files, correspondence, etc.)
Credit/procurement/travel and related receipts
Library books, CD texts, periodicals, manuals, books
Uniforms/gear/tools/instruments/job accessories
Vehicle registration (if RIT-owned vehicle)

ELECTRONIC RECORDS

Retrieve or delete any personal files/information on your office/home PC, office/department server, lab server, central file space, etc. Access after termination may be limited and /or unavailable.
Retrieve any University email files, or files on other University email servers and systems, that you wish to retain. Note: a) You must have written permission of your supervisor to copy any University files or records. b) RIT retirees are eligible to for an RIT email account indefinitely but must contact ITS HelpDesk to arrange the transition.
Move local files to shared drives. Consult Policy C22.0 Records Management for retention requirements.
Send department personnel file records to the Human Resources, attention of your HR Business Partner by interoffice mail or Tiger File Exchange (fileexchanger.rit.edu).
Return (transfer, copy, etc.) to the appropriate and/or University administrator(s) any University data files, electronic documents and records, etc., that are stored on your personal work PC or in your personal server file spaces, or in your personal devices (e.g. text messages, etc.)
If you possess sole access rights to an administrative database, software application, information system, etc., that is necessary for program or college/division administration or operations, transfer the passwords to the appropriate personnel, or arrange for the appropriate personnel to be given the access needed to assure continued operations.
Delete or return any University owned/licensed software that is contained on a home computer and/or personal devices.
Work with your supervisor to ensure all RIT Records (including emails, Slack communications, Avaya Cloud Office records) are preserved in accordance with RIT's Records Management Policy C22.o Be sure to inform your supervisor if any of your RIT Records are subject to litigation hold.