

VOLUNTARY EXIT CHECKLIST

Instructions: Please check the appropriate box.

- Voluntary Termination: Submit employee's written resignation and Status Form to HR as soon as resignation is received. If employee provides a verbal resignation, manager needs to confirm the resignation and last day via email and provide confirmation copy to HR.
- Other (Death, Military, Retirement, etc.): Submit supporting documentation and status form to HR. If a death, please notify payroll immediately.

Completed by Manager – Check as completed

- Consider asking employee for a transition plan of job responsibilities.
- For those with direct reports, submit a status form for "reports to" change.
- Schedule employee for exit interview by emailing askhr@butler.edu
- Contact IT Help Desk (ask.butler.edu) for assistance with automatic email replies and voicemail greetings. Provide IT with notification regarding particular systems access.
- Change known passwords of department systems, vendor accounts/portals, and social media.
- If employee is listed on department webpage, contact the designated person in your department to have listing removed.
- Communication: As the manager, please ensure that you are communicating appropriately with direct reports, team members, and to key constituents on who to contact upon the staff member's departure.
- Update department staff on employee's separation and reassignment of duties (if applicable).
- Prior to last day, have employee organize, compile, and transfer all essential electronic BU files (from BUfiles, Google Drive, OneDrive, desktop, etc.). Contact IT Help Desk if assistance is needed.
- Contact purchasing to remove access to purchasing card.
- Contact the Business Office if employee has cell phone stipend.
- Collect any technology from the employee (laptop, iPad, etc).
- Refer employee to HR to turn in keys and ID badge
- If employee has parked in the garage, instruct the employee to hit the red button upon exit to leave the garage (employee must provide name). Contact parking services to alert them of exit.

HR Consultant Responsibilities: Collect from Employee – check as completed

- On the last day of work, send employee to HR to turn in all keys and Butler ID.
- Collect Procurement card (if applicable) and contact purchasing.
- Laptop/iPad/Loaned Equipment (if applicable) – return to department supervisor if not already left in department.
- Verify existence of computer Loan – call extension 9481.
- Verify if employee is participating in the INHP program (BU files Y Drive, HR, Anchor Housing Program 2018 folder, Anchor Housing Spreadsheet).
- Verify if employee has dependents in Tuition Remission or Tuition Exchange program (see a Benefits Analyst). If tuition remission, the dependent may finish the semester under the program. If tuition exchange, the approving institution determines continuation of benefits.