

INVOLUNTARY EXIT CHECKLIST

## Instructions: Please check the appropriate box.

* Involuntary Termination: Contact HR Consultant, provide supporting documentation, gain HR agreement, sign and submit status form to [hrstatusform@butler.edu.](mailto:hrstatusform@butler.edu)

## Completed by Manager – Check as completed

* Communication: As the manager, please ensure that you are communicating appropriately with direct reports, team members, and 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).
* For those with direct reports, submit a status form for each “reports to” change to [hrstatusform@butler.edu](mailto:hrstatusform@butler.edu).
* Follow IT offboarding instructions at the following link: <https://butleru.force.com/askbutler/s/article/What-do-I-need-to-do-if-one-of-my-employees-is-leaving-Butler-offboarding-termination>.
* Contact IT Help Desk if assistance is needed to move and/or save files.
* Change known passwords of department systems, vendor accounts/portals, and any social media accounts.
* If you consider the termination a security risk, change access codes to department doors and re-key doors by contacting Facilities, if applicable.
* If employee is listed on department webpage, contact the designated person in your department to have listing removed.
* Contact the Business Office if employee has cell phone stipend.
* Make sure all Butler property, including files, are removed from employee’s work area.
* Make arrangements with terminated employee to pack/pick up personal belongings. Contact BUPD to be present for pick up arrangements. Manager or designated leader from that area should be present with BUPD.
* If HR is not in termination meeting, collect all keys, ID and Procurement Card (if applicable) and get them to your HR Consultant.

## HR Consultant Responsibilities: Collect from Employee – check as completed

* Collect all keys (please have employee return all keys to JH037, Human Resources).
* Butler ID (please have employee submit to JH037, Human Resources).
* Procurement Card (if applicable) – send to purchasing.
* Laptop/iPad/Loaned Equipment (if applicable) – return to department supervisor.
* Provide Benefits termination packet to employee and notify Benefits Administrator to follow up with separated employee regarding terminated benefits.