

VOLUNTARY EXIT CHECKLIST

## Instructions: Please check the appropriate box.

* Voluntary Termination: Submit employee’s written resignation and Status Form to hrstatusform@butler.edu 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 along with Status Form to hrstatusform@butler.edu.
* 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 each “reports to” change to hrstatusform@butler.edu
* Request that employee schedule an exit interview by emailing askhr@butler.edu or contacting your HR Consultant, and schedule a Benefits Exit Interview by emailing benefits@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 (ask.butler.edu) for assistance with automatic email replies and voicemail greetings.
* 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 Teams, 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, collect 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.
* Notify Benefits Administrator when processing termination status form so she can conduct Benefits Exit Interview and/or send out termination packet.