**TO PROCESS A RESIGNATION/TERMINATION, A SUPERVISOR SHOULD:**

[ ]  Submit Resignation Notice Form (for regular employee resignations only – not student employee) to Human Resources so that an email can be sent to the appropriate departments who need to have this information.

[ ]  Contact your VP/Dean’s Office to fill out an electronic Payroll Change Form (ePCF) indicating the employee’s last day of employment, which will be sent to Human Resources. **Please note:** ***Departments that fall under the Office of the Provost, with the exception of Student Success & Engagement, should instead notify the Office of the Provost who will complete the ePCF and submit to Human Resources.***

[ ]  Determine **what** should be done with the departing employee’s e-mail account and electronic files. If your department requires access to the departing employee’s e-mail account in order to transfer the communications, you must contact ITS to ask them to change the account password and set-up an auto-forwarding rule to the appropriate account.

[ ]  Ask the employee to provide you with a list that details the status of current and pending projects/responsibilities. Decide who will cover these responsibilities (permanently or on an interim basis). Schedule time for the departing employee and others to transition the duties.

[ ]  Contact your website support person to ensure that any references to, or pictures of, the departing employee are removed from your departmental webpages.

**ITEMS TO BE HANDED IN TO SUPERVISOR BY EMPLOYEE\*:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | ID Card – Falcon Exchange | [ ]  | Parking Pass – Dispatch  |
| [ ]  | Visa Card(s) – P-card Administrator | [ ]  | Keys – Lenhart  |

**…ANY EQUIPMENT BELONGING TO MESSIAH SUCH AS\*:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Library Books – Library  | [ ]  | Laptop/iPad – ITS  |
| [ ]  | Cell Phone – ITS  | [ ]  | Media equipment (camera or video etc) – ITS  |
| [ ]  | PDA or other electronic organizer – ITS  |  |  |

*\* The Resignation Notice form completed by the employee provides additional information regarding fees that may be assessed via a payroll deduction for failure to return one or more of these items. Please return items to the department/person listed above and notify Human Resources if any University-owned property has not been returned.*