

SEPARATION CHECKLIST for SUPERVISORS & EAs

Lewis & Clark College

ver. 4/2024

Collect Written Resignation from Employee

- Reply with acknowledgement and cc hr@clark.edu

Collect L&C Property

- IT equipment - laptop, cords, cameras, keyboards, mouse... and return to IT
- Building/Office keys
- L&C ID and destroy **If they are retiring, they may keep L&C ID*
- Access card key and return to Campus Safety
- PCard and return to Business Office

Ensure Technology Accounts are Closed out

- Collect voicemail PIN code
- Confirm outgoing phone message is updated
- Set automated message on email
- Contact IT about email forwarding and google document transfer
- Collect all receipts for PCard transactions
- Ensure relevant L&C Drive & Google drive ownership is transferred
- Ensure relevant meetings/calendar events are
- Ensure Admin account access
- Ensure that professional contacts have been notified and introduced to relevant people
- Collect process, procedure, and project lists
- Confirm all L&C log ins on all personal devices have been removed

Hours for Hourly Employees

- Approve at least 3 days prior to the last day all hours in Workday, including vacation, sick, holiday & time worked. **Employees who are eligible for a vacation payout will have their unused vacation hours balance paid out automatically.*

Team Considerations

- Inform separation to department/team
- Coordinate a goodbye with team
- Delegate responsibilities and projects
- Decide if position will be filled and inform HR of decision
- If the position has supervisory responsibilities, reach out to HR to update reporting structure