HAMPSHIRE COLLEGE
Separation Checklist

Employee Name_____ Separation Date _____

Supervisor/Manager_____ Department_____

Before an employee's last day at Hampshire College, supervisors will need to prepare the appropriate HR forms, collect department and College property and remind the employee to return any library books and other borrowed materials. Below is a checklist to assist supervisors with this responsibility. It is not necessary to return this checklist to HR.

_____ Prepare the *Termination Form* on the HR Forms and Procedures page, attach the employee's resignation letter and send it to the HR Office one to two weeks before the actual separation date.

_____ If the employee leaving is a time card approver or alternate, prepare a *Human Resource Change Form* indicating a new approver/alternate for all affected employees and send completed form(s) to the HR Office.

Return of All Department/College Property

_____ Keys to the building and office doors, file cabinets, desks, laptop locks, vehicles, etc.

_____ Collect the employee's OneCard ID and e-mail onecard@hampshire.edu to disable their OneCard ID access

_____ College purchasing cards (PCard), phone calling cards, outstanding receipts, requests for reimbursement, etc.

_____ College computer equipment including desktops, laptops, iPads, cases, power cords and other accessories should be returned to IT. The employee needs to disable any lock codes on iPads or tablets and should restore the device to factory settings.

_____ Other College property that should be returned (pager, cell phone, EZ Pass transponder, GPS, chair, calculator, library books, etc.)?

Cancellation of Accounts and Access

_____ Submit an IT Ticket, type *Systems*, to request immediate or scheduled termination of access including Colleague access, file servers, web sites, etc. The IT Account Policy suggests the employee enable a vacation style auto-response to provide an alternate College contact. Accounts will be deleted 30 days after the employee's separation date.

_____ Obtain a list of any accounts, file shares, forms, college e-mail lists and groups the employee manages and arrange alternate management if needed.

_____ Submit an IT Ticket, type of work *Phone*, to request the voice mail passcode be reset. Include a reset date and any changes to the display information on phone system. Ask your employee to clean out any voice mail before leaving.

_____ Contact purchasing@hampshire.edu to cancel PCard, and campussafety@hampshire.edu to deactivate alarm codes.

_____ Review the IT Procedures for Employee Separation page on the Intranet (login required).

Exit Interviews

_____ Recommend employees contact an HR representative for an exit interview. Regardless of the reason(s) for leaving, an exit interview is helpful when filling the position, not only to the hiring manager and HR staff, but also to prospective candidates.

_____ Schedule your own exit meeting with your employee to pull together any unfinished work and get feedback on what worked well and what could be improved for the replacement. Let the employee know that both positive and negative feedback will be helpful.

_____ Remind the employee to contact the HR Office at extension 5495 with any benefit questions.