

EMPLOYEE EXIT CHECKLIST



Employees preparing to leave NU through voluntary resignation or retirement please use this checklist.

GIVE NOTICE

- ☐ **Staff members without supervisory responsibilities and below the level of director** who wish to resign should provide written notice to their immediate supervisor and the Human Resources Office no later than two weeks (10 working days) prior to the last day of employment, excluding Holidays and Personal Leave.
- ☐ **Administrators and staff members at or above the level of director or having supervisory responsibilities** who wish to resign should provide written notice to their immediate supervisor and the Human Resources Office no later than one month (20 working days) prior to the last day of employment, excluding Holidays and Personal Leave.

SET UP YOUR TEAM FOR SUCCESS

- ☐ Meet with your supervisor to discuss open/ongoing projects and who you should partner with to transition your positional knowledge.
- ☐ Ensure your job manual and other useful resources are up to date and accessible. This includes department specific passwords and usernames.
- ☐ Make a list of important contacts and/or websites needed in your position.
- ☐ Set your Outlook email to automatically reply with information about who best to contact after your employment with NU ends.

MEET WITH HUMAN RESOURCES

- ☐ HR will set up an exit meeting close to, or on your last day of employment.
- ☐ Gather and return any loaned equipment/materials that need to be returned to NU. This includes your NU ID badge, keys, credit cards, computer equipment, library books etc.
 - ☐ Please ensure all P-card transactions are submitted and coded prior to your last day.
- ☐ Complete the online exit survey. (Sent from HR)
- ☐ Complete your ADP timecard (if applicable) on your last day of employment. (HR will give you instructions on how to access ADP for up to three years after your departure from NU.)

UNDERSTAND YOUR BENEFITS

- ☐ If you are a benefit eligible employee, and have elected medical coverage, your benefits will end the last day of the month in which you are employed. HR will review your benefit information with you in more detail and will give you information regarding transitioning/extending your benefits.
- ☐ If eligible, unused accrued Personal Leave will be paid out via direct deposit on the paycheck following your last paycheck for time worked. Please see the NU Staff Manual for policy details.