Supervisor’s Departing Employee Checklist (Wage, Salary, GTA, GRA, GA)

Departing Employee Name_______________________  ID#____________

Responsibilities of the Employee:

☐ Contact Human Resources concerning the continuation of benefits, (540) 231-7777.

☐ Contact Accounts Receivable Department to settle outstanding fines, loans or other accounts receivable.

☐ Contact the Office of the University Bursar, as early as possible prior to separation, for information concerning termination of direct deposit and disposition of final checks.

☐ Contact the Human Resources Department with questions regarding final payments.

☐ Submit monthly leave earnings and usage to departmental representative.

☐ AY faculty employees should expect to receive the balance of deferred pay for summer in the last check received.

☐ The employee is responsible for ensuring that all chemicals under their control are properly labeled. The employee should also schedule a chemical clean out with Environmental Health and Safety Services before leaving the university.

☐ Return keys to Office Services Specialist (Faythe Rittenhouse)

☐ Set up appointment with IT department to transfer essential computer files and software to the appropriate userid and to delete personal files. Return home computers, phones, equipment, etc. to IT staff.
Responsibilities of the Department:

- Notify IT of employee’s last day of employment at [https://support.eng.vt.edu](https://support.eng.vt.edu) (COE helpdesk)

- Promptly enter the employee’s last Monthly Leave and Work Report no later than 3 days after the separation effective date. Managers should consider the impact of possible leave payments on the departmental budget. Academic year (AY) employees will have the choice to either receive a lump sum payment of their deferred pay and have health insurance terminate May 31st or they can continue to receive pay throughout the summer through August 9th and continue health coverage through August 31st. If they decide to receive a lump sum payment then their effective date will be 05/09 and if they decide to continue getting paid through August 9th then their effective date will be 08/09.

- Obtain keys, magnetic access cards, eTokens, cell phones, laptops, and all property/equipment belonging to the university (Check with dept. fixed assets liaison (Jeff Lewis) for possible equipment at home).

- Immediately contact the Purchasing Office (1-8548) to cancel the Purchasing Card (if applicable) and Controller’s Office (travelvt@vt.edu) to cancel the Travel Charge Card (if applicable). The card should be immediately destroyed by the department.

- Notify appropriate administrative offices to delete separating employee from signature authority, if applicable (i.e., Human Resources, Purchasing, Accounting).

- Direct the employee to clean out any laboratory or chemical storage areas and contact Environmental Health and Safety Services for removal of any hazardous waste or excess chemicals.

- Remind employee to update Hokie SPA with new address

- Remove employee from people section of college website

- Notify Office Services Specialist (Faythe Rittenhouse) to remove employee from listserv and other lists and accesses, phone service, wireless access, etc.

- Notify Financial Analyst (Lynette) to remove employee from wage listserv if a wage employee.

Form Completed by: ________________________________ Date________________