

SUPERVISORS EXIT CHECKLIST FOR DEPARTING FACULTY AND STAFF

- Upon notification of an employee departure, please contact your HR Liaison immediately, who will be able to walk you through certain ***Immediate Action Steps** and will concurrently contact Human Resources.
- In the case of a Layoff or Involuntary Termination and the effective departure date is immediate, please complete all of the steps during the Layoff/Termination meeting with the employee.
- The following checklist will help guide you through the various actions to take when an employee leaves USM.

Person Responsible for Completing	Description	Forms	Initial & Date Upon Completion
Supervisor	<p>*Notification to Dean's or Dept Head's Office:</p> <p><u>Immediately</u> notify the HR Liaison in your Dean's or Dept head's office.</p>		
Supervisor	<p>*Letter of Resignation/Retirement:</p> <p>If employee has resigned or intends to retire, obtain a letter from the employee indicating this and forward it to the Dean's or Dept Head's office.</p>		
HR Liaison	<p>*Notification to HR:</p> <p>HR Liaison <u>immediately</u> notifies HR of the employee's departure and the effective date.</p>	<p>Employee Departure Notification Form (http://usm.maine.edu/hrs/edn)</p>	
Supervisor	<p>Keys:</p> <p>Retrieve building and other keys (includes keys to University-owned vehicles). Return them in person to Facilities.</p>	<p>Facilities Management Webpage - Key Return Form https://usm.maine.edu/facilities/forms-0</p>	

Supervisor	Access Cards: Retrieve and disable electronic access cards by punching a hole in it.		
Supervisor	University Credit Cards: <ul style="list-style-type: none"> • Contact Regina Miller to cancel University Credit Cards. • Retrieve University credit cards and shred them. 	Contact Regina Miller in Procurement: regina.miller@maine.edu	
Supervisor	Other University Property: Verify that employee has returned all University property (e.g., cell phone, laptops, University-provided clothing, tools, and equipment). Return the equipment to the appropriate division.	Laptops – Information Technology Support: Call ext. 4029 for someone to pick up the laptop. Cell Phone – Campus Card Services and Cellular Services: Have employee drop off their cell phone or inter office mail it to Brenda Kane in Cellular Services at 4 Payson Smith in Portland https://usm.maine.edu/usmcard/cellular-phones Apparel, Tools, and Equipment - Facilities Management: https://usm.maine.edu/facilities	
Supervisor	University Reference Materials: Ensure that the employee leaves all University reference materials (e.g., department files, manuals, computer files).		
Supervisor	COBRA Benefits: Refer the employee to Benefits for COBRA information or any other benefits issues.	Employee Benefits Center: Email: benefits@maine.edu Toll-Free: 1(866)269-9635 Local: (207)973-3373	
Supervisor (HR will provide to Supervisor at time of lay-off or termination notification.)	Layoff or Termination: If a Layoff or Termination, provide employee with Layoff/Termination packet of information and Layoff/Termination letter.		

Supervisor	Time Sheet: Ensure completion of employee's final timesheet/leave record		
Supervisor	H-1 Visa: If employee is on H-1 visa status, contact Susan Cameron to insure compliance with special requirements (e.g., notify INS; make necessary arrangements for one way ticket to employee's country of origin if employee is involuntarily terminated; etc.)		
UMS HR	Employee Directory: Remove employee's name from distribution and phone lists.	This is completed automatically with the submission of Employee Departure Notification Form.	
Supervisor	University-Paid Subscriptions and Memberships: Cancel or transfer University-paid subscriptions and memberships in professional organizations.		
Supervisor	Notification to Faculty and Staff: Communicate departure of employee to faculty and staff.		
Supervisor	Exit Interview with HR: Schedule exit interview.	Contact your HR Partner for Exit Interview scheduling.	
Supervisor	Outstanding Expense Reports: Verify that travel advance/expense report balances equal zero; make sure any outstanding expense reports are submitted for payment		
Supervisor	University Credit Cards: Cancel University credit cards		
Supervisor	Financial Read and Signature Authority:		

	Cancel financial read and signature authority		
Supervisor	Petty Cash: <ul style="list-style-type: none"> • Verify that all Petty Cash reimbursements for the employee are completed. • Cancel Petty Cash authority. 		
Supervisor	University Telephone: <ul style="list-style-type: none"> • Cancel University phone credit cards. • Cancel or transfer phone lines. 		
Supervisor	University-paid Utilities: Disconnect or transfer University paid utilities maintained at the employee's home (e.g., Time Warner).		
UMS HR	University Email, Computers and systems, University Accounts: Access is removed via HR and IT when Employee Departure notification is completed.		