



End of Employment Process Checklist

General Considerations

This checklist provides guidance on the processes for ending employment at Vanderbilt or for a temporary lay-off.

Please note –these steps are to end employment and end all assignments in Oracle. These steps are not appropriate when ending one of multiple assignments in Oracle and employment will continue.

Transition Period and Plan

You will need to obtain a summary of project work, process documentation, location of files (physical and electronic) and any other items related to the transfer of knowledge before the employee’s departure. The transition plan is critical and should include:

- A timeline showing the transition of responsibilities (gradual or immediate) and whether the work will be covered on an interim or long-term basis
- A plan to communicate the transition of responsibilities to the department, co-workers, and campus colleagues
- Identify any training needed for the employee(s) covering the work
- Contact your HR Consultant to ensure the departing employee’s electronic files, email or hard drive are appropriately imaged and/or copied, when applicable.

End of Employment Process

<input type="checkbox"/>	Receive notice of resignation or document involuntary termination. If termination is involuntary, work with your Human Resources Consultant on the termination process.
<input type="checkbox"/>	Notify your HCM to submit the termination of employment information in Oracle. Provide the HCM with the last day of employment and the reason employment is ending. <ul style="list-style-type: none"> • Term Code and Action Reason Selection – Selection of the appropriate term code and action reason is important. Please contact your HR Consultant with any questions. • Ending of Systems access <ul style="list-style-type: none"> • All systems access will end automatically at midnight of the last day of employment - this includes e-mail, calendar, shared drives • All Oracle access will also end on the last day of employment. Please encourage the employee to print any payroll or tax information before the end of their last day. • In the event systems access needs to be ended prior to midnight on last day of employment, contact your HR Consultant.
<input type="checkbox"/>	PTO Payout PTO will typically be paid out with the last regular paycheck and no additional action is needed. In some circumstances, PTO is not paid out and this will be in consultation with your HR Consultant.
<input type="checkbox"/>	Recover any Vanderbilt information or Vanderbilt Licensed Software in their possession, including any that may be off premises, (i.e., Alternative Work Arrangement agreements). Please contact your HR Consultant for guidelines and recommendations.
<input type="checkbox"/>	Payment Card & Expense (One Card). Contact PaymentCardsExp@Vanderbilt.edu to close the card account <u>two weeks</u> prior to termination date if possible. The cardholder destroys the card. All One Card transactions and any reimbursements due to the employee must be fully expensed prior to termination date. If employment is ending involuntarily, immediately contact PaymentCardsExp@Vanderbilt.edu to terminate the card account
<input type="checkbox"/>	Memberships or subscriptions. Cancel or transfer any Vanderbilt-paid memberships or subscriptions.
<input type="checkbox"/>	Oracle Expense Reports. Employees should create and submit any outstanding expense reports prior to their last day of employment. If employment is ending involuntarily, please contact your HR Consultant.
<input type="checkbox"/>	Benefits information (insurance, FSAs, retirement, etc.) <ul style="list-style-type: none"> • Share the benefit details and actions the employee should take listed on the Leaving Vanderbilt web page. <p>If applicable, the employee will receive information by U.S. mail about continuing health insurance through COBRA from Benefit Express <i>after</i> their last day of employment.</p>



Last day of employment

<input type="checkbox"/>	Phone. Contact VUIT to transfer or suspend phone.
<input type="checkbox"/>	Property. Retrieve any Vanderbilt-owned property, uniforms, ID card, keys, pager, PCard, laptop, external drives, cell phone.
<input type="checkbox"/>	Laptop. Collect employee's laptop if applicable. Contact VUIT to prepare the laptop for futures use
<input type="checkbox"/>	Parking. Inquiries should be directed to 615-322-2554.
<input type="checkbox"/>	Commodore Card. Employees should close their Commodore Card accounts. If the account balance is \$10 or more, the employee can submit a refund request through the University Card Office. Refunds are not issued for balances less than \$10. Meal plan and money requests can be submitted via the following: <ul style="list-style-type: none">• In person: University Card Office, 184 Sarratt Student Center, 2301 Vanderbilt Place, Nashville, TN, 37240• E-mail: commodorecard@vanderbilt.edu

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