



End of Employment Process Checklist

Employee Name _____

Employee ID _____

Department _____

End-of-Employment Date _____

Manager's Name _____

General Considerations

Employees leaving Vanderbilt employment should be treated with respect and appreciation for work done. In unfortunate circumstances where the ending of employment is less than amicable, respect for departing employees is critical. Any personal or public comments should be limited, but still positive, as remaining employees observe how departing employees are treated.

Exit Interview

Exit interviews are valuable opportunities to learn about departing employees' work experience on your team and within Vanderbilt. Instructions to conduct an exit interview are available in Leader Central. If requested, exit interviews may be conducted by Human Resources consultants.

Transition Period and Plan

It is critical you 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. It is equally important work is transferred to remaining employees fairly and effectively. The transition plan is critical and should include:

- A timeline and responsibilities specifying the gradual or immediate transition of work as well as how it will be handled on an interim and long-term basis,
• Training responsibilities for you, the employee covering the work, or a technical specialist,
• A plan to communicate the transition of responsibilities to the department, co-workers, and campus colleagues, and
• Contacting VUIT to ensure the departing employee's electronic files, email or hard drive are appropriately imaged and/or copied, when applicable.
• This should be done immediately after you receive the employee's written resignation.

Table with 2 columns: checkbox and text. Row 1: Receive notice of resignation or document involuntary termination. Row 2: Discontinue access to systems: 1. Contact your HR consultant. 2. HR consultant then contacts employee relations consultant (Cleo Rucker). 3. Employee relations consultant then contacts the following: a. To terminate access that requires VUnetID: Partner Support b. To terminate access that does not require VUnetID: Security Manager/Local Technical Support Provider c. Some terminations will be handled by Security Operations as deemed necessary by HR Employee Relations Row 3: Submit termination information in ePAC. If past the payroll deadline for ePAC, use PAF for termination. Unless otherwise noted for Holiday schedule, the deadline is Monday at noon. Send PAF to HR Processing, PMB 407718 (or through your department's personnel approval structure). Refer to End of Employment web page for specific instructions. • Term Code Selection - selection of the appropriate term code is important. Please contact your HR consultant with any questions. The employee may request a separation notice by contacting Human Resources.



	<ul style="list-style-type: none"> • If employee is non-exempt, remaining flexPTO should be submitted with the final timesheet. This can be submitted by completing the Non-Exempt employee/flexPTO Payout Request form. • If exempt, process an additional pay form for flexPTO. For exempt employees, complete the Exempt employee/flexPTO Payout Request form.
<input type="checkbox"/>	Recover any Vanderbilt information or Vanderbilt Licensed Software in his/her 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"/>	Contact your decentralized admin (in Privilege Management) to remove purchase order signature authority.
<input type="checkbox"/>	Payment Cards (PCard, T&E, One Card). Collect the card(s) at least seven days prior to termination date, then contact the Payment Card team at paymentcard@vanderbilt.edu to close the cards. If the employee is terminating immediately, obtain the card(s) and immediately contact the Payment Card team at paymentcard@vanderbilt.edu .
<input type="checkbox"/>	Concur. Employees should create and submit any outstanding expense reports within seven days of termination if applicable. If the employee is terminating immediately, s/he should submit reasonable and allowable expenses via check request processed through the department.
<input type="checkbox"/>	Memberships or subscriptions. Cancel or transfer any Vanderbilt-paid memberships or subscriptions.
<input type="checkbox"/>	<p>Benefits information (insurance, FSAs, retirement, etc.)</p> <ul style="list-style-type: none"> • Review the benefit details and actions the employee should take listed on the Leaving Vanderbilt web page. • Explain that the employee will receive information by mail about continuing health insurance through COBRA from Benefit Express <i>after</i> their termination date.

Last day of employment

<input type="checkbox"/>	Phone. Cancel voice mail, V-net number and AT&T calling card if applicable using eProcurement.
<input type="checkbox"/>	Property. Retrieve any Vanderbilt-owned property, uniforms, ID card, keys, pager, PCard, laptop, token, cell phone.
<input type="checkbox"/>	Laptop. Collect employee's laptop if applicable. Assess whether there is any confidential data information on the laptop. If there is, contact the Privacy Office for further direction.
<input type="checkbox"/>	Parking. University employees should return their parking decal to University Traffic and Parking, 2800 Vanderbilt Place. Inquiries should be directed to 615-322-2554.
<input type="checkbox"/>	<p>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. Refund requests can be submitted via the following:</p> <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