

Staff /Administration Termination Check-off Sheet

This "Check-off Sheet" should be completed for each staff or administrative employee who is leaving employment at Southeastern University. All steps must be completed.

Name of Employee _____

Position/Department _____

Date Completed

Required Activity

To Be Completed by Department Head

Step 1: Notify the HR office upon knowledge of resignation/termination/dismissal.

Step 2: Complete a Payroll Status Form with signatures from department head and appropriate vice president and send to Human Resources as soon as the last day of employment is known. Include letter of resignation if one has been submitted.

Step 3: Collect laptop, keys, employee ID card, and other pertinent items on last day.

To Be Completed By Human Resources/Payroll

Step 1: Human Resources will contact employee and schedule an Exit Interview. The Exit Interview form will be sent to employee through interoffice mail. Employee is instructed to complete the form and return to HR before scheduled interview.

Step 2: Staff Social Committee chair will determine if and when a going-away party is appropriate. If so, a date is scheduled.

Step 3: Human Resources Director will conduct exit interview with employee.

Step 4: Upon receipt of PSF, Human Resources Director will sign and send the PSF to the Payroll Clerk.

Step 5: Human Resources will terminate all insurances/benefits and arrange for COBRA package to be sent to those employees who were full-time and covered by medical insurance.

Step 6: Notification of date of resignation is given by way of email from HR to:

- receptionist (to remove from directory)
- staff social committee chair
- campus mail supervisor
- library department head (to gather library materials that may be checked out)
- information technology (to remove from IT access and email account)
- campus card office (to remove full-time employees from meal plan)