**Supervisor/Manager Checklist for Employees Exiting the University**

Once you receive a resignation:

* Notify Human Resources 402-826-6773
* Ask for a written resignation (if you were notified verbally)
* Consider planning a party or luncheon with the department for the employee leaving.
* Send special requests to Information Technology Services(ITS) – Human Resources will notify ITS of the employee’s resignation; however if you have special requests for email accounts; such as forwarding of email or other technology requests, email [helpdesk@doane.edu](mailto:helpdesk@doane.edu)

On the employee’s last day:

* Remind the employee to return keys, ID badge and parking tag to the Safety Office
* Collect credit cards, gas card, cell phones, laptops and other university property
* Return all credit cards to the Business Office
* Return all computers, phones and related equipment to Information Technology

**Human Resources will:**

* Notify benefits vendors
* Calculate final pay
* Conduct an exit interview
* Notify safety office, Information Technology, Advancement and Financial Aid (If applicable)
* Remove the employee’s name from the phone directory