

WILLIAM & MARY

Voluntary Resignation Checklist for Supervisor/Manager

UPON NOTIFICATION BY EMPLOYEE	
<input type="checkbox"/>	Accept Letter of Resignation from employee.
	Forward a copy to Office of Human Resources. If employee notifies you by email, acknowledge receipt by responding by email. If there is any concern with employee continuing to work through their notice, contact the Director of Employee Relations or the Chief Human Resources Officer.
<input type="checkbox"/>	Complete a Personnel Action Form and forward to the Office of Human Resources for end of employment processing. The Letter of Resignation should be attached to Personnel Action Form. Note: If employee is transferring to another state agency, add that information in the Special Notes section of the PAF to inform Office of Human Resources regarding leave payoff.
<input type="checkbox"/>	Inform employee of the requirement to complete a Clearance Form. The form is determined based on the employee category. Clearance Form – Hourly, Classified & Operational Clearance Form – VIMS Clearance Form – Faculty & Professional
<input type="checkbox"/>	Inform employee to contact the Office of Human Resources – Benefits for a consultation regarding their benefits.
<input type="checkbox"/>	Encourage employee to complete an Exit Interview form and schedule an interview.
<input type="checkbox"/>	Consider when to cancel the employee's access. Identify what type of university access the employee has and determine when it should be canceled. Access can include: Building Access – email dooraccess@wm.edu with employee name, Banner ID number and date for access to be inactivated. For departments with an internal contact who handles door access, send email information to that contact. Network Access – email support@wm.edu with employee name, Banner ID and date/time for access to be inactivated.
LAST DAY OF EMPLOYMENT	
<input type="checkbox"/>	Collect university property such as ID card, keys, uniforms, credit card, cell phone, laptop, etc.

<input type="checkbox"/>	<p>Ensure employee completes the appropriate Clearance Form. The form is determined based on the employee category.</p> <p>Clearance Form – Hourly, Classified & Operational Clearance Form – VIMS Clearance Form – Faculty & Professional</p>
AFTER DEPARTURE	
<input type="checkbox"/>	Refer any requests for references to the Office of Human Resources at 757-221-3769.
<input type="checkbox"/>	Complete any departmental notifications such as removal from website directory, internal listservs, etc.
PLANNING AHEAD	
<input type="checkbox"/>	Consider if any changes are needed to the position description before recruiting for replacement. Contact the Office of Human Resources Compensation & Employment Contacts for assistance.
<input type="checkbox"/>	Start Action for replacement in PeopleAdmin . Refer to the Hiring Guide for assistance on process.

8/2015