Exiting Employee Checklist

For review by the supervisor of the terminating employee and storage in department file.

Employee Name: _____

Department: _____

Position: _____

Last Day of Work: _____

U Number:_____

NOTE: *Do not terminate an employee who is transferring to another BU position or reducing hours.*

Type of Termination
☐ **Voluntary**
    ☐ Employee provides resignation letter (email is okay)
    ☐ Verbal resignation, supervisor accepts resignation in writing to employee
    Attach copy of resignation or acceptance to PA termination/retirement transaction in SAP.
☐ **Involuntary**
    ☐ Must be discussed with HR Business Partner prior to any action being taken. This includes lay-offs, performance issues, violation of policy, egregious misconduct.

Department/SAP Info
NOTE: *The termination of any employee who is age 55 or over and has 10 years of continuous service should be processed as a retirement in SAP regardless of the reason for termination.*

☐ Determine effective date of resignation/last day of work.
☐ Department submits the vacancy for posting by maintaining the position in Organization Management (OM) in Manager Self Service (MSS) in SAP
☐ Any Unused Accrued Vacation must be paid out at termination:
    ☐ **EXEMPT EMPLOYEES:**
        ☐ Make sure all Time Off Requests have been entered and approved (and any requests that have been pre-approved for time beyond the effective date are cancelled) so the vacation balance is accurate before processing the termination transaction.
    ☐ **NON-EXEMPT EMPLOYEES**:
        ☐ The department Timekeeper provides the balance information to the Payroll Coordinator.
        ☐ The Timekeeper runs time evaluation SAP Transaction PA61 http://www.bu.edu/tech/files/2016/02/Vacation-payout-instructions-for-weekly-paid-employee.docx.pdf through the end of the month in which the employee is terminating.
        ☐ The vacation "Remaining Balance" in SAP transaction PT50 reflects the correct balance to be paid to the employee upon separation. Make sure all Time Off Requests have been entered and approved (and any requests that have been pre-approved for time beyond the effective date are cancelled) so the vacation balance is accurate before processing the termination transaction.

☐ The Payroll Coordinator completes the Termination or Retirement Form in SAP and submits (with copy of resignation or supervisor's letter attached).

☐If the employee is on H-1 Visa, notify ISSO. https://www.bu.edu/isso/files/2015/01/End-of-Employment-or-Activity-Notification-072513-Fillable.pdf

Access Information

Email account will be disabled automatically after termination processes unless the employee is a retiree, alumni, or current student.

NOTE: *Address any concerns about continued access with your HR Business Partner and/or IS&T.*

☐Remove any department specific computer access by contacting IS&T desktop services.

☐Remove any swipe access from BU ID card. Access provided by ccure is removed automatically.

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Yes	N/A	
☐	☐	Close out any BU credit card (www.bu.edu/cards)
		Remove employee's name from:
☐	☐	• email group lists
☐	☐	• distribution lists
☐	☐	• internal/office phone list
☐	☐	• website
☐	☐	• building directory
☐	☐	Change or transfer phone extension (email phone@bu.edu)
☐	☐	Change voicemail
☐	☐	Change office mailbox
☐	☐	Clean work area and remove personal belongings

Collect the following Items by Last Day of Work:

Yes	N/A	
☐	☐	Keys (☐office, ☐building, ☐desk, ☐file cabinets, ☐other_____)
☐	☐	BU Terrier ID Card (destroy)
☐	☐	Business cards
☐	☐	Nameplate
☐	☐	Name badge
☐	☐	P-card
☐	☐	Cell phone
☐	☐	Laptop
☐	☐	Uniforms
☐	☐	Tools
☐	☐	Other _____