VOLUNTARY RESIGNATION/RETIREMENT
☐ Recommend but not required: Provide the employee with the Acceptance of Resignation Letter or the Acceptance of Retirement Letter (please work with your Benefits Partner.)

EMPLOYEE’S LAST DAY
Collect all applicable university property, including but not limited to:
☐ Sun Card (to be destroyed)
☐ P-card (Purchasing Card) or any other type of purchasing cards
☐ Key(s)
☐ Cellphone/Blackberry/pager and all accessories (chargers, cases, headphones, etc.)
☐ Laptop/iPad/notebook and all accessories (mouse, chargers, cases, headphones, etc.)
☐ Other miscellaneous equipment purchased by the university

NOTE: If the employee has any outstanding items to return, we cannot withhold their check, but we can arrange for pickup or bill them for the actual replacement cost of items such as keys.

ADDRESS VERIFICATION
☐ Verify with separating employee that ASU has their correct address on file.

BENEFITS INFORMATION
☐ Provide exiting employee with the Information for Separating Employees Sheet.
☐ If applicable, provided retiring employees with important benefits information from the Benefits at Retirement Checklist.
☐ Inform the employee that COBRA information will automatically be sent to his/her home address on file, within 2-4 weeks after separation.

EXIT INTERVIEW
☐ Advise the employee he/she can complete an optional face-to-face or online exit Interview.

ADDITIONAL DEDUCTIONS
☐ If applicable, notify the employee to make alternative arrangements for payroll deductions, (season tickets, alumni association dues, etc.) previously automatically deducted from his/her paycheck.
WHAT EMPLOYEES CAN TAKE WITH THEM

☐ Review items with the employee to determine what information is appropriate to copy and take (hard copies and/or electronic format).

EMAIL/PHONE

☐ Arrange to place an Out of Office message in Outlook with information directing callers to the appropriate alternative department contact; OR ask employee to forward email to an alternative department contact.

☐ Arrange to place an Out of Office message on voice mail directing callers to an alternate department contact, and stating voice mail will not be checked; OR ask employee to forward all phone calls to another person and/or number; OR disconnect phone and place a recorded message directing callers to another number.

MAIL

☐ Determine who will sort employee’s mail, what mail should be forwarded, and to whom.

STAFF AND CUSTOMER NOTIFICATION

☐ Meet with staff to inform them which duties and/or responsibilities have been reallocated and to whom, to ensure there is no service disruption, enabling staff to promptly and appropriately respond to inquiries.

☐ If necessary, create an appropriate correspondence to communicate to outside vendors that employee is no longer with the university, and provide new information for new contact.

☐ If applicable, update department websites and group email distribution lists.

COMPUTER ACCOUNTS

☐ If necessary, terminate the employee’s computer access prior to actual separation date; otherwise it will be terminated once the separation has been processed in PeopleSoft.

TERMINATE THE EMPLOYEE IN PEOPLESOF

☐ Manager must enter Termination in PeopleSoft (within the pay period of term date).

NOTE: The effective date is the day after the actual separation date. See HR Action/Reason Code page for appropriate term code/reason.

FINAL PAYCHECK

☐ Arrange how the final check will be delivered (by mail or picked-up by employee).