



SUPERVISORS EXIT CHECKLIST FOR DEPARTING FACULTY AND STAFF

- Upon notification of an employee departure, please contact your HR Liaison immediately, who will be able to walk you through certain ***Immediate Action Steps** and will concurrently contact Human Resources.
- In the case of a Layoff or Involuntary Termination and the effective departure date is immediate, please complete all of the steps during the Layoff/Termination meeting with the employee.
- The following checklist will help guide you through the various actions to take when an employee leaves UMaine.

Person Responsible for Completing	Description	Forms	Initial & Date Upon Completion
Supervisor	<p>*Notification to Dean's or Dept Head's Office:</p> <p>Immediately notify the HR Liaison in your Dean's or Dept head's office.</p>		
Supervisor	<p>*Letter of Resignation/Retirement:</p> <p>If employee has resigned or intends to retire, obtain a letter from the employee indicating this and forward it to the Dean's or Dept Head's office.</p>		
Supervisor	<p>Keys:</p> <p>Retrieve building and other keys (includes keys to University-owned vehicles). Return them in person to Facilities.</p>		
Supervisor	<p>Access Cards:</p> <p>Disable electronic access cards (Mainecard) by notifying building manager.</p>		

Supervisor	University Credit Cards: <ul style="list-style-type: none"> Employee must surrender UMS PCard prior to separation Supervisor complete a UMS PCard Account Change Request Form 		
Supervisor	Other University Property: Verify that employee has returned all University property (e.g., cell phone, laptops, University-provided clothing, tools, and equipment). Return the equipment to the appropriate division.		
Supervisor	University Reference Materials: Ensure that the employee leaves all University reference materials (e.g., department files, manuals, computer files).		
Supervisor	COBRA Benefits: Refer the employee to Benefits for COBRA information or any other benefits issues.	Employee Benefits Center: Email: benefits@maine.edu Toll-Free: 1(866)269-9635 Local: (207)973-3373	
Supervisor (HR will provide to Supervisor at time of lay-off or termination notification.)	Layoff or Termination: If a Layoff or Termination, provide employee with Layoff/Termination packet of information and Layoff/Termination letter.		
Supervisor	Time Sheet: Ensure completion of employee's final timesheet/leave record		

Supervisor	H-1 Visa: If employee is on H-1 visa status, contact Sarah Joughin to insure compliance with special requirements (e.g., notify INS; make necessary arrangements for one way ticket to employee's country of origin if employee is involuntarily terminated; etc.)		
Supervisor	University-Paid Subscriptions and Memberships: Cancel or transfer University-paid subscriptions and memberships in professional organizations.		
Supervisor	Notification to Faculty and Staff: Communicate departure of employee to faculty and staff.		
Supervisor	Exit Interview with HR: Schedule exit interview.	Contact your HR Partner for Exit Interview scheduling.	
Supervisor	Outstanding Expense Reports: Verify that travel advance/expense report balances equal zero; make sure any outstanding expense reports are submitted for payment		
Supervisor	University Telephone: <ul style="list-style-type: none"> • Retrieve University cell phone • Cancel or transfer phone lines. 		

	Cancel financial read and signature authority		
Supervisor	Petty Cash: <ul style="list-style-type: none"> • Verify that all Petty Cash reimbursements for the employee are completed. • Cancel Petty Cash authority. 		
Supervisor	University Telephone: <ul style="list-style-type: none"> • Retrieve University phone • Cancel or transfer phone lines. 		
UM HR	University Email, Computers and systems, University Accounts: Access is removed via HR and IT when Employee Departure notification is completed.		