**TO PROCESS A RESIGNATION/TERMINATION, A SUPERVISOR SHOULD:**

Submit Resignation Notice Form (for regular employee resignations only – not student employee) to Human Resources so that an email can be sent to the appropriate departments who need to have this information.

Contact your VP/Dean’s Office to fill out an electronic Payroll Change Form (ePCF) indicating the employee’s last day of employment, which will be sent to Human Resources. **Please note:** ***Departments that fall under the Office of the Provost, with the exception of Student Success & Engagement, should instead notify the Office of the Provost who will complete the ePCF and submit to Human Resources.***

Determine **what** should be done with the departing employee’s e-mail account and electronic files. If your department requires access to the departing employee’s e-mail account in order to transfer the communications, you must contact ITS to ask them to change the account password and set-up an auto-forwarding rule to the appropriate account.

Ask the employee to provide you with a list that details the status of current and pending projects/responsibilities. Decide who will cover these responsibilities (permanently or on an interim basis). Schedule time for the departing employee and others to transition the duties.

Contact your website support person to ensure that any references to, or pictures of, the departing employee are removed from your departmental webpages.

**ITEMS TO BE HANDED IN TO SUPERVISOR BY EMPLOYEE\*:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ID Card – Falcon Exchange |  | Parking Pass – Dispatch |
|  | Visa Card(s) – P-card Administrator |  | Keys – Lenhart |

**…ANY EQUIPMENT BELONGING TO MESSIAH SUCH AS\*:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Library Books – Library |  | Laptop/iPad – ITS |
|  | Cell Phone – ITS |  | Media equipment (camera or video etc) – ITS |
|  | PDA or other electronic organizer – ITS |  |  |

*\* The Resignation Notice form completed by the employee provides additional information regarding fees that may be assessed via a payroll deduction for failure to return one or more of these items. Please return items to the department/person listed above and notify Human Resources if any University-owned property has not been returned.*