



This checklist outlines employment exit guidance for immediate supervisors regarding Bluefield State College employees who end their employment with BSU, such as through resignation, retirement, or termination.

EMPLOYEE INFORMATION:

Employee Name: _____ Position Title: _____

Employee Last Date of Employment: _____

Forwarding Address (Street, City, State, Zip): _____

Phone: _____ Forwarding Email: _____

Supervisor Name: _____ Supervisor's Phone/Email: _____

EMPLOYEE RESPONSIBILITIES:

- Submit resignation letter to the President's Office; please also provide copy to immediate supervisor and to Human Resources office.
- Contact Payroll to set up appointment if you have questions regarding pay/benefits, such as:
 - Continuation of health insurance coverage (such as under COBRA)
 - Conversion or continuation of life insurance
 - Distribution/other available options regarding retirement contributions
 - Leave Balances (such as annual, sick, and/or compensatory leave)
- Make sure work records, files, letters, emails, etc. are updated and readily available for your immediate supervisor, as well as your successor.
- Return all College property prior to or on last day physically worked to appropriate office(s). Items may include: Keys (Building access, work area, offices, desk, file cabinets, storage, vehicle), uniforms, Name badges and pins, ID Card, P-Card, Travel Card, Parking hang tag, Personal computer, laptop, iPad, tablet or other College issued electronics, Cell phone, pager, PDA, floppy disks, zip drives, CD's, memory sticks, tools, safety equipment, etc. If you have a P-Card, notify (in writing) your supervisor, Department Head, and the P-Card Coordinator/Purchasing Director in Procurement of your departure and turn in the P-Card and P-card paperwork to the P-Card Coordinator/Purchasing Director prior to your last day worked. *Employees transferring within the College should retain their ID cards. The departments which employees transfer out of/ into are responsible for removing/ assigning ID card building access as applicable for their locations.*
- Return all College Library material, reconcile outstanding fines and fees, if any, and close your account.
- Settle any cash advances, petty cash accounts, pending reimbursements, or any other unsettled accounts.
- Please note: Employees who separate from BSU employment lose access to their BSU work-related accounts (such as myBSU and Email). However, BSU retirees may keep their email account. Some faculty maintain email accounts beyond their termination date and should contact the Provost Office if questions.
- Remove all personal items from offices or lockers prior to or on last day physically worked.
- Notify the BSU Payroll office of any change of address during the year so that a W-2 tax Statement can be sent in January.

IMMEDIATE SUPERVISOR'S RESPONSIBILITIES:

Upon initial notice of departure:

- Provide employee with a copy of the Employee Separation Checklist and obtain copy of employee's resignation letter. Inform Human Resources, Cabinet-level Administrator, and Payroll of the resignation.
- Recommend the employee meet with BSU Payroll office regarding benefits, retirement, and leave information (such as annual, sick, compensatory leave, if applicable).

