

Manager Checklist for Departing Faculty and Staff

This checklist is intended as a resource for Simmons University Managers to guide them through the process of exiting faculty and staff who resign voluntarily. For information on Leaving Simmons please refer to the [Simmons University Employee Handbook](#) on the internal site.

Manager Action Items for Departing Faculty and Staff

Confirm Termination Date with Employee

This is the last day the employee will be working. Please note a two-week timeframe is generally acceptable for employees to provide in departing an organization.

Send Resignation Letter to Human Resources email, hr@simmons.edu, as soon as possible.

Develop Communication Plan

Notify employees within your department and within the organization that should be made aware. If the employee is a manager, communicate new management structure to their direct reports. Please note, once the employee leaves, their direct reports will move to you in Workday and you will be responsible for any timekeeping approvals. If you would like someone else to be the new or interim manager, please reach out to hr@simmons.edu.

Collect all Simmons-owned Property on or Before Employee's Last Day

This will include, but not be limited to:

- ID Badge (return to Public Safety)
- Office Keys (deliver to Facilities)
- Tools/Uniforms
- Department Files
- Credit Card (notify the Office of Purchasing to cancel credit card)
- Any other data, content, or work deemed Simmons's property

Expense Reports

Ensure employee has submitted all expense reports, as soon as possible, prior to their last day. Contact Accounts Payable for assistance.

Technology

Contact the Technology Service Desk, servicesdesk@simmons.edu or 617-521-2222, for assistance or questions regarding these steps. Note: Technology accounts for departing staff are terminated their last day worked. Full-time and proportional Faculty accounts remain active for a grace period of 90 days.

- Work with employee to backup or transfer critical files and email.
- Return Simmons-owned mobile devices (phones, tablets, etc.) to the Service Desk.
- Contact the Service Desk to schedule the return of laptop and/or desktop computers.
- Contact the Service Desk to schedule equipment deployment for new incoming employee (if applicable).
- Contact Service Desk prior to employee's departure to assist with phone and email disposition (resetting voicemail password, forwarding email, setting away messages, etc).

Final Timecard Review and Approval

Ensure all sick and vacation time is entered and approved in Workday prior to employee's last day worked. Refer to the Employee Handbook for information on vacation payouts upon termination.