



BROWN

Exit Check List

For employees leaving Brown University

To: HR Coordinators and/or Supervisors and Staff Leaving Brown

From: Wendy McRae-Owoeye, Director of Employee Relations,
Performance Development and Employee Programs

Re: Information and Procedures for Employees Leaving the Service of Brown University

Date: July 11, 2006

1. Responsibilities of the Department – Supervisor and/or HR Coordinator

The Human Resources Department often receives questions from employees, supervisors, and HR Coordinators about the necessary steps and questions which arise when an employee leaves Brown. With that in mind, this check list was developed to provide detailed information to assist staff in that process. Prior to the termination of an employee, or on the last day of active employment, supervisors should complete the following:

- Verify with employee accrued, unused vacation time owed
 - Prepare Personnel Action Form (PAF) with end date and vacation days owed and attach separation letter. The separation letter needs to include the last day of active employment, reason for separation, and any unused vacation time due. Forward the PAF and separation letter to Human Resources Information Services, Box 1879, at least one week in advance of last day of active employment.
 - Inform the employee to contact Human Resources at (401) 863-3175 or 863-2141 at least one week in advance of the last day of active employment to arrange a “benefits” exit interview and schedule an optional “employment” exit interview with an HR Generalist.

- Discuss with employee the content (email and files) and back-up/distribution of documents prior to last working day

- Arrange for return of keys, Brown ID card, phone card, cell phone, laptop, memory stick (flash drive), blackberry and any other University property

- In the case of an emergency termination, automatically notify Information Security Officer in CIS for immediate termination of online access or the DCC for your department
- Contact the Parking Office to advise the office of the exiting employee
- Cancel voice mail, pager, cellular phone, Blackberry and other PDA service through Telecommunications in CIS
- Make arrangements to remove former employee's name from email distribution lists and emergency contact lists and change passwords
- Contact the Department of Public Safety (DPS) to cancel Brown Card access
- Collect AMEX card from employee, return it into the Controller's Office, and arrange for cancellation
- Collect P-Card (procurement card) and/or petty cash, (if applicable) from former employee prior to termination
- Cancel signature authority and/or other "duty of care" accounts (i.e., Boise for ordering supplies), if applicable
- Notify CAP (Computing, Accounts and Passwords) in CIS when an employee terminates (i.e. help desk)
- Contact HR liaison for FRS or HRMS when an employee terminates and/or notification is received, if applicable
- Other – Discontinue any other system or network access
- Discuss with the employee where the final paycheck should be sent
 - It is critical that employees leaving Brown receive a correct final pay check, which is statutorily due to the "employee leaving Brown on the next regular pay day and payable at the usual place of employment." The final pay check should include unused vacation pay.
 - If an employee terminates within the first three months of employment at Brown, they will not be eligible for any unused vacation time. During the employee's first three months of employment at Brown, vacation time is earned, but does not accrue and cannot be used until the completion of three months of service.

* **Important Reminder Notes for Hiring Managers who plan to replace the Exiting Employees**

- Analyze the work that needs to be accomplished.
- Consider discussion with Compensation or HR Generalist if the job description should be revised or updated.
- If you have not already set up a user name and password for the On-line Employment System (OES), go to <http://careers.brown.edu/hr> to create a user account.
- Complete an electronic requisition through the Online Employment System.

2. Involuntary Terminations

For staff involuntarily leaving the University, please contact your HR Generalist and/or the Director of Employee Relations prior to any involuntary termination. Once the decision is finalized, you would follow the steps as outlined above.

3. Responsibilities of the Exiting Employee

- Contact Human Resources at 401/863-3175 or 863-2141 to schedule a “benefits” exit interview and an “employment” exit interview at least one week in advance of last day of employment.
- Contact the Parking Office to discuss parking permit and/or apply for parking rebate.
- Return all University property to supervisor.
- Complete the “employment” exit interview form in advance of your “employment” exit interview. This can be done by accessing the Human Resources home page and clicking on the following URL:
http://www.brown.edu/Administration/Human_Resources/exitinterview/exitint.php