**Human Resources Department**

**105 Cole Complex, Institute, WV 25112**

**Phone: (304) 766-3156**

**Fax: (304) 766-4156**

**Name: \_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Termination Date: \_\_****\_\_\_\_\_\_\_**

**(please print)**

**Instructions:** Upon notification of an employee resignation/retirement/dismissal, the employee’s supervisor shall notify Human Resources. The supervisor will forward the employees resignation letter, dated and signed by the employee and/or termination documents to the Human Resources Office. Items not applicable to the terminating employee should be indicated by placing a ”N/A” in the comments column then dated and initialed by the supervisor. Note: Please provide readable initials.

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| **SUPERVISOR’S RESPONSIBILITY** | | | | |
| **Before and/or on the last day** | | **DATE COMPLETED** | **COMPLETED BY-INITIAL** | **COMMENTS** |
|  | Resignation/retirement letter submitted to Human Resources |  |  |  |
|  | Termination documents submitted to Human Resources |  |  |  |
|  | Have employee complete, sign and submit final time sheet to Supervisor. Supervisor will forward to the appropriate department |  |  |  |
|  | Notify IT to cancel computer access on last day of work via e-mail |  |  |  |
|  | Make sure employee has no outstanding library books or material to return, if so collect material on or before the last day |  |  |  |
|  | Make sure employee has no outstanding accounting debts, if so send employee to accounting before the last day, if applicable |  |  |  |
|  | Collected all tools/uniforms, etc., if applicable |  |  |  |
|  | Collected WVSU owned equipment (laptops, cell phones, pager, etc.), if applicable |  |  |  |
|  | Determined if employee has any expenses, reimbursement and/or petty cash to resolve. If so send employee to purchasing before the last day of work |  |  |  |
|  | Collected departmental books, manual, etc., if applicable |  |  |  |

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor or Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **HUMAN RESOURCES RESPONSIBILITY** | | | | |
| **Before and/or on the last day** | | **DATE COMPLETED** | **COMPLETED BY-INITIAL** | **COMMENTS** |
|  | Submit a copy of the employee’s letter of resignation to Payroll |  |  |  |
|  | Contact employee to schedule an exit interview |  |  |  |
|  | Collect employee ID |  |  |  |
|  | Collect employees keys, if applicable |  |  |  |
|  | College credit cards and P-card returned, if applicable |  |  |  |
|  | Employee completes Exit Interview Questionnaire |  |  |  |
|  | Ask employee for an updated address, if applicable. W-2 will be mailed to the address on file |  |  |  |
|  | Prepares WV-11 and secures approvals |  |  |  |
|  | Enters resignation/retirement/dismissal in System |  |  |  |

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **BENEFITS RESPONSIBILITY** | | | | |
| **Before and/or on the last day** | | **DATE COMPLETED** | **COMPLETED BY-INITIAL** | **COMMENTS** |
|  | Advise employee of termination date for all benefits |  |  |  |
|  | Provide COBRA information |  |  |  |
|  | Inform employee of final pay, annual leave pay, and/or retirement information |  |  |  |
|  | All appropriate benefit forms completed and signed |  |  |  |

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Benefits Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**