

# When an Employee Leaves the College

There are a number of actions you may need to take when an employee is leaving the College.

## All Separations

- Notify HR at once so the separation process may begin and Payroll can be notified.

## Voluntary Separations

- Ask the employee for a letter of resignation which is sent to HR.

## Collect

- OneCard ID – Send an email to OneCard at [OneCard@email.smith.edu](mailto:OneCard@email.smith.edu) alerting them that you have received the employee's ID card and the effective date of the employee's separation. Send all returned ID cards to the OneCard office in Stoddard Hall.
- Keys
- College property (cell phones, Blackberries, laptops etc.)

## Contact appropriate offices

- HR will email the following offices; Controller, Budget, Payroll, ITS, to terminate the employee's college accounts, email, voice mail, phone accounts and employment information.

## Notify Employee

- Remind the employee that no personal days may be taken during the last two weeks of employment.
- Remind the employee to review his/her benefits upon separation, including COBRA rights.
- For questions the employee may have about unemployment insurance benefits or the impact of their resignation/termination of employment upon benefits, refer employee to Human Resources.