



## Human Resources Checklist for Employees Leaving UMMS

Employee name	Employee ID#
Manager's name	Manager's telephone
Last day worked	Termination date
Voluntary Termination <input type="checkbox"/> Involuntary Termination <input type="checkbox"/>	

Voluntary	Involuntary	Action
Please complete all the following actions before pressing submit button below		
Manager	HR	Complete and submit Termination Form <a href="http://www.umassmed.edu/hr/benefits/life-events-familyemployee-status-changes/leaving-umms/">http://www.umassmed.edu/hr/benefits/life-events-familyemployee-status-changes/leaving-umms/</a> and resignation letter to <a href="mailto:HR-DataGroup@umassmed.edu">HR-DataGroup@umassmed.edu</a> and Employee Relations Consultant
Manager	HR	Provide employee the link to the "Leaving the University Guide" <a href="http://www.umassmed.edu/hr/benefits/life-events-familyemployee-status-changes/leaving-umms/">http://www.umassmed.edu/hr/benefits/life-events-familyemployee-status-changes/leaving-umms/</a>
Manager	HR	If employee is on a visa send email to: <a href="mailto:immigrationservices@umassmed.edu">immigrationservices@umassmed.edu</a>
Manager	Manager	Contact Asset Management ( <a href="mailto:Michele.Landry@umassmed.edu">Michele.Landry@umassmed.edu</a> ) to obtain current listing of all department assets complete an <a href="#">Asset Inventory Moving Form</a> or <a href="#">Property Pass</a> .
Manager	Manager	If employee is a delegate who approves time via Manager Self-Service (MSS), contact payroll to cancel delegation and set up a new delegate: <a href="mailto:PayrollUmms@umassmed.edu">PayrollUmms@umassmed.edu</a>
Manager	Manager	If needed, submit written request within 60 days of the termination date to Employee Relations email <a href="mailto:EmployeeRelations@umassmed.edu">EmployeeRelations@umassmed.edu</a> to: <ul style="list-style-type: none"> <li>Update employee's email and voicemail to reflect an Out-of-Office message and alternate contact</li> <li>Access employee's email</li> <li>Request access to C and H drives</li> </ul>
Manager	Manager	Notify key stakeholders/outside agencies (including UMMHC) of employee's separation and inform of alternative contact. System access should be removed.
Manager	Manager/ HR	Retrieve items from employee prior to last day worked: <ul style="list-style-type: none"> <li><input type="checkbox"/> ID Badge (return to Parking Office or South Street Security)</li> <li><input type="checkbox"/> Parking tag (return to Parking Office)</li> <li><input type="checkbox"/> Keys (office, file cabinets, etc.)</li> <li><input type="checkbox"/> Computer(s), electronic files and portable media</li> <li><input type="checkbox"/> Pager, Cell Phone (see instructions for <a href="#">cell phone collection</a>)</li> <li><input type="checkbox"/> Physical files</li> <li><input type="checkbox"/> Procard/credit card(s)</li> <li><input type="checkbox"/> Uniforms, other equipment</li> <li><input type="checkbox"/> Kronos</li> </ul>

Please confirm with Department Administrator or Business Manager that termination was processed on HR Transaction Report

*Please note that each day a Termination/Retirement report is sent by Human Resources to the following departments to complete the removal of access and services: Office of Faculty Affairs, IT Help Desk, Purchasing, Accounts Payable, Payroll, Telecom, Parking, General Finance, Asset Management and Security*

## Submit

By pressing submit, this document goes to HR Data Group and Employee Relations mailboxes

**Please retain a copy for your record**