Human Resources

VANDERBILT UNIVERSITY
MEDICAL CENTER

End of Employment Process Checklist

Employee Name: _____   Employee ID: _____

Department: _____

Manager's Name: _____

End-of-Employment Date: _____

General Considerations
It is important that an employee leaving VUMC employment is treated with respect and appreciation for work done. In unfortunate circumstances where the ending of employment is less than amicable, respect for the departing employee is critical and any personal or public comments should be limited but still positive, as remaining employees observe the treatment that a departing employee receives.

Exit Interview
An exit interview is a valuable opportunity to learn from a departing employee about their working experience on your team and within VUMC (see https://redcap.vanderbilt.edu/surveys/?s=T4RN3RPX9X). If an employee requests, an exit interview may be conducted by the Human Resources Consultant.

Transition Period & Plan
A critical part of the end-of-employment transition is to obtain from the departing employee a summary of project work, process documentation, location of files (physical and electronic) and any other items related to the transfer of knowledge before the employee's departure. Equally important to remaining employees is the fair and effective transfer of the workload for which the departing employee was responsible. An orderly but comprehensive work transition plan is critical and should include:
- A timeline and responsibilities- clarity around gradual or immediate transition of work as well as clarity around interim or long-term responsibility
- Training responsibilities –supervisor, employee covering the responsibility or technical specialist
- Communication of plan – department, co-workers and campus colleagues
- Communication with ITS to ensure appropriate imaging and/or copying of the departing employees electronic files, email or hard drive are completed where applicable
  - This needs to begin immediately after the employee submits resignation

☐ **Receive notice of resignation or document involuntary termination**. If termination is involuntary, coordinate with your Human Resources Consultant prior to ending employment, Human Resources will advise on the employment termination process.

☐ **Notify Security Manager or Local Technical Support Provider** to discontinue access to systems and services, (i.e. cancel applicable computer access such as software authorizations, network access, security codes, etc.): HR call DOA Help Desk 3-3362.

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- Last day of employment for voluntary terminations (call HR with questions, 615-343-7000)
- Immediately for involuntary separation (ending VUNet ID through HR Consultant)
- Utilize End of Employment – Cancellation of System Access Protocol (link to protocol).

For involuntary terminations, also call the Systems Access & Maintenance Team immediately at 322-5630 to advise. If the involuntary termination occurs outside of normal business hours (M-F 8am-5pm) call VUMC Help Desk at 343-HELP (343-4357).

☐ **Submit termination information in ePAC**. If past the payroll deadline for ePAC, utilize **PAF** for termination. Send PAF to HR Processing, PMB 407718 or to Medical Center Payroll, S 2311 MCN, 2567 (or through your department's personnel approval structure). Refer to Section F-3 in the HR on-line Administrator's Guide for specific instructions. http://hr.mc.vanderbilt.edu/toolbox/terminations.php .

Term Code Selection – selection of the appropriate term code is important. Please contact your HR Consultant with any questions.

The employee may request a separation notice by calling the Employee Service Center at 615.343.7000.

☐ **Recover any VUMC information or Vanderbilt Licensed Software** - in his/her possession, including any that may be off premises, (i.e. Alternative Work Arrangement agreements). See Disposal of Confidential and Restricted Information Policy.

☐ **Send an email to Procurement and Disbursement Services** (demand checks – Box 1810, Station B) and Purchasing (purchase orders) to remove signature authority.

☐ **Pcard** - Arrange for removal of account or access information from card access systems, terminate PCard Access.

☐ **Memberships or subscriptions** - Cancel or transfer any VUMC paid memberships or subscriptions.

☐ **COBRA** - Explain to employee that they will receive information by mail about continuing health insurance or may contact the Employee Service Center for more information. Also confirm that Human Resources has the correct mailing address for the employee in PeopleSoft.

Last day of employment

☐ **Phone** - Cancel voice mail, V-net number and AT&T calling card if applicable using eProcurement.

☐ **Property** - Retrieve any VUMC owned property, uniforms, VUMC ID card, keys, pager, PCard, laptop, token, cell phone.

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☐ **Laptop** - Collect employee's laptop if applicable. Assess whether there is any confidential data information on the laptop, assess whether there is any patient health information on the laptop. If there is, contact the Privacy Office for further direction.

☐ **Parking**

- VUMC employees contact Central Parking to return access card to garage