

DEPARTMENT USE: EMPLOYEE SEPARATION CHECKLIST

This checklist is to assist HR Analysts and managers who have an employee that is separating from the University. Departments may have additional tasks that will need to be completed by the employee.

PRIOR TO LAST DAY

- Obtain resignation letter with date
- Load termination in Workday (attach resignation letter and/or comment explaining separation) **Terminations should be initiated by the department's Human Resource Analyst immediately upon receiving an employee's separation notice with the accurate dates and resignation reason. It should also be processed before the scheduled payroll cycle has ended. If payroll for the employee has already been completed, contact The Payroll Office immediately at payroll@lsu.edu. Payroll schedules can be located on LSU Payroll Office's website.**
- Ensure additional department employee(s) have same level of Security Access as separated employee
- Advise employee to contact HRM regarding retirement and/or benefits related questions
- Advise employee on repayment of relocation incentive, if applicable
- Confirm that all time off requests have been submitted

LAST DAY

- Remove Security Access
- Advise employee to complete exit interview in Workday
- Update department organizational chart, website, internal phone lists, etc.
- Obtain LaCarte Card, if applicable; cut and return to Accounts Payable & Travel
- Obtain all keys and return to Facility Services
- Obtain all University property: uniforms, computer, tools, cell phone, radio, etc.
- Advise employee to return LSU parking tag and wand to the Office of Parking Traffic, and Transportation. **Failure to do so results in charge of wand and parking tag monthly fee.**
- Advise employee that the current year's W-2 will be mailed to address listed in Workday
- Update employee's email automatic reply. **The LSU.edu email account will stay active for 30 days after separation; retirees' email accounts are active for 10 years.**
- Update employee's voicemail
- Remind employee to take all personal belongings