

REGULAR Employee Resignation Check List for HR Use

NAME:

GROUP:

Last Day of Paid Work (vacation or work): _____

<u>Date Completed</u>	<u>Item to be Completed</u>	<u>By</u>
√	Submits resignation in writing to supervisor & Director, HR	Employee
	Accepts resignation with cc to HR Team. Contacts EE to schedule exit interview	Director, HR
	Request contract paperwork from immediate supervisor/Chair indicating date last worked and commenting on any outstanding balances (sick time, vacation, banked time etc.) Prepare and enter FINAL PSC showing resignation File resignation email in personnel file	HR Technician & HR Assistant Arleen to sign off on paperwork
	Work with supervisor/Chair to ensure vacation is utilized or paid out	HR Technician
	Cancel MSP (online)	HR Technician
	Cancel Benefits – at date of resignation	HR Technician
	If PPWC As per Article 10.05 e. Add to contract/PSC info with accrued sick pay out (40% unused sick leave credit can be used as a retiring allowance – T4A if directed to RRSP) or it can be paid directly thru payroll. Obtain employee preference.	HR Technician
	Complete online EMPLOYEE INFORMATION at retirement or termination – forward to payroll for final completion (recording of year to date Pensionable Service)	HR Technician
	Option to CONVERT Life Insurance Policy from Group to Individual	HR Technician
	Exit interview	Director, HR
	Notify Niki Menard via email of last day of work for removal of email, network, stargarden, moodle, myselkirk, SRS, FRS access Notify applicable Union SCFA – Duff Sutherland PPWC – Rod Fayant/Nadya Sofonoff BCGEU – Tom Babott	HR Technician & HR Assistant
	IT Ticket -- ShoreTel (IT) and Staff Directory (removal from all systems in IT Ticket)	HR Assistant
	Metrics, log EE name for retirement dinner	HR Assistant
	StarGarden entry	HR Technician
	Payroll – Coralee/Amy re: EITR information for Pension	HR Technician
	IT Ticket -- ShoreTel (IT) and Staff Directory (removal from all systems in IT Ticket)	HR Assistant
	Supervisor/Chair/Dean – work with Campus manager utilization of office space	Supervisor