# Voluntary Resignation Checklist for Supervisor/Manager

## UPON NOTIFICATION BY EMPLOYEE

- Accept Letter of Resignation from employee.  
  - Forward a copy to Office of Human Resources.  
  - If employee notifies you by email, acknowledge receipt by responding by email.  
  - **If there is any concern with employee continuing to work through their notice, contact the Director of Employee Relations or the Chief Human Resources Officer.**

- Complete a [Personnel Action Form](#) and forward to the Office of Human Resources for end of employment processing.  
  - The Letter of Resignation should be attached to Personnel Action Form.  
  - Note: If employee is transferring to another state agency, add that information in the Special Notes section of the PAF to inform Office of Human Resources regarding leave payoff.

- Inform employee of the requirement to complete a Clearance Form.  
  - The form is determined based on the employee category.  
  - [Clearance Form – William and Mary Faculty and Staff](#)  
  - [Clearance Form – VIMS](#)

- Inform employee to contact the Office of Human Resources – Benefits for a consultation regarding their benefits.

- Encourage employee to complete an [Exit Interview form](#) and schedule an interview.

- Consider when to cancel the employee’s access.  
  - Identify what type of university access the employee has and determine when it should be canceled.  
  - **Access can include:**
    - **Building Access** – Use the [Facilities self-service form](#) to request deactivation of access.  
      - For departments with an internal contact who handles door access, send an email request to that contact.
    - **Network Access** – email [support@wm.edu](mailto:support@wm.edu) with employee name, Banner ID and date/time for access to be inactivated.

## LAST DAY OF EMPLOYMENT

- Collect university property such as ID card, keys, uniforms, credit card, cell phone, laptop, etc.
Ensure employee completes the appropriate Clearance Form. The form is determined based on the employee category.

| Clearance Form – William and Mary Faculty and Staff |
| Clearance Form – VIMS |

### AFTER DEPARTURE

- Refer any requests for references to the Office of Human Resources at 757-221-3769.
- Complete any departmental notifications such as removal from website directory, internal listservs, etc.

### PLANNING AHEAD

- Consider if any changes are needed to the position description before recruiting for replacement. Contact the Office of Human Resources Compensation & Employment Contacts for assistance.
- Start Action for replacement in PeopleAdmin. Refer to the Hiring Guide for assistance on process.

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