

VOLUNTARY TERMINATION CHECKLIST

- Employee should provide a letter of resignation to their manager with a copy to Human Resources at hr@rowan.edu.
- Employee should complete their final timesheet in advance of their last day worked to ensure accuracy. If there are questions regarding timesheets and/or vacation payouts, email payrollservices@rowan.edu for a final leave balance.
- Employee at Glassboro should schedule their exit interview with Amanda Tomczak in Human Resources at tomczak@rowan.edu. Employees at SOM should schedule their exit interview with Nechole Hunter in Human Resources at nashn@rowan.edu.
- ✓ Employees must be provided notice of the following:
 - ✓ This memorandum related to “Conflicts of Interest” laws of the State of New Jersey https://sites.rowan.edu/hr/docs/pension/conflict_of_interest.pdf
 - ✓ Instructions for claiming unemployment benefits: https://sites.rowan.edu/hr/docs/pension/unemployment_form.pdf
- Human Resources will send COBRA and retirement plan information to the employee’s home address following termination. If there are any questions regarding benefits, email hr@rowan.edu.
- IRT will:
 - Disable the employee’s email account
 - Remove employee’s name from any email group distribution lists and Rowan website
 - Disable computer and any departmental systems access
 - Disable phone extension and voicemail
- Manager will:
 - Notify Tracy Aspen Wolak, Assistant General Counsel at wolak@rowan.edu, if your employee was on any type of work visa.
 - Remove the employee from all phone lists and building directories, and validate removal from Rowan websites.
 - Remove any abandoned personal belongings in the employee’s work space.
 - Collect the following items:
 - Keys (___office, ___building, ___desk, ___file cabinets, ___ other)
 - ID badge card
 - Building access card
 - Business cards
 - Nameplate
 - Company cell phone
 - Laptop
 - iPad
 - Tools
 - Uniforms
 - Other Rowan Owned Devices
 - Remove employee from RIMS.
 - Enter job card into Page Up to requisition replacement, if applicable.
 - Close out ePAR, if applicable.
 - SOM employees should forward a Personnel Action Form to Sherry Serrano Lee in Human Resources at leese@rowan.edu.

Form Completed by: _____ Date: _____