



End of Employment Checklist

*Tasks for the **EMPLOYEE** to complete*

BEFORE YOU LEAVE:

- Provide your manager with a resignation letter including your last day of employment. (Vacation may not be used as the final day of employment.) Unused earned vacation at the time of termination will be paid using the following guidelines:
 - *Non-exempt employees* must provide at least two weeks notice prior to leaving. Unused vacation will be paid in the pay period following the last paycheck with hours worked.
 - *Exempt employees* must provide at least one month's notice prior to leaving. Unused vacation time will be paid in accordance with the policy.
 - *Union employees* will be paid for their final hours and unused vacation in accordance with the appropriate Union contract.
- Return all Dartmouth equipment and keys (building, desk, office, tools, safety equipment, laptop, etc.)
- Discuss with manager how to save electronic files to a central location.
- Coordinate with your manager to set a message for your Dartmouth email autoreply & voicemail.
 - Re-set your [voicemail](#) password, leaving the password for your manager.
- Review and update [Employee Self Service](#): (You will have access to this system for 18 months after termination)
 - **Personal Information:** update your Payroll mailing address for your last check(s) and update your legal mailing address if needed
 - **Payslip:** Save or download copies of any paystubs you wish to keep
 - **Go Paperless:** Indicate if you wish to have your annual W-2 sent to you via US Mail (select 'paper'), or if you wish to log-in to download this document (select 'online') when it is available in January/February of next year.
- Return Dartmouth [parking passes](#) so payroll deductions stop
- Review [Leaving Dartmouth Benefits Information](#) online to learn about:
 - Healthcare and dental benefits
 - Flexible Spending Account (FSA)
 - Healthcare Reimbursement Account (HRA)
 - Life insurance benefits
 - Supplemental benefits
 - Defined Contribution plan (TIAA and Fidelity 401a account) *if applicable*
 - Supplemental Retirement Account (TIAA and Fidelity 403b account) *if applicable*
 - Defined Benefit Pension Plan (Staff and Union) *if applicable*
 - 457b Retirement Plan *if applicable*
- Work with manager to complete Manager checklist and provide future contact information

AFTER YOU LEAVE:

- Complete the exit survey, sent to you from Human Resources via email