

WELCOME TO THE ELECTRONIC EXIT CHECKLIST

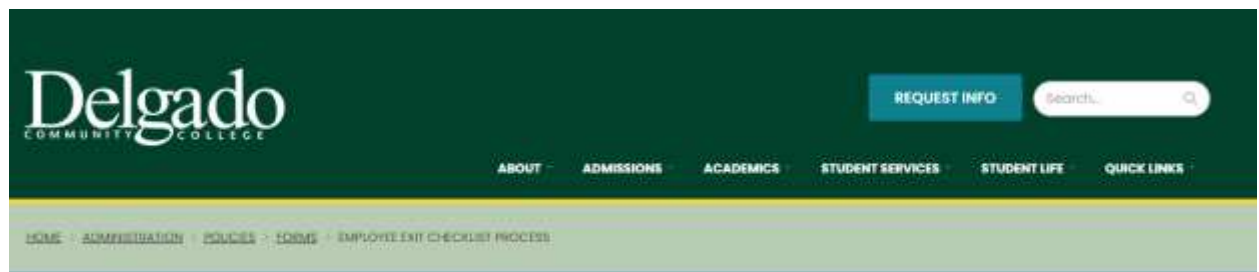
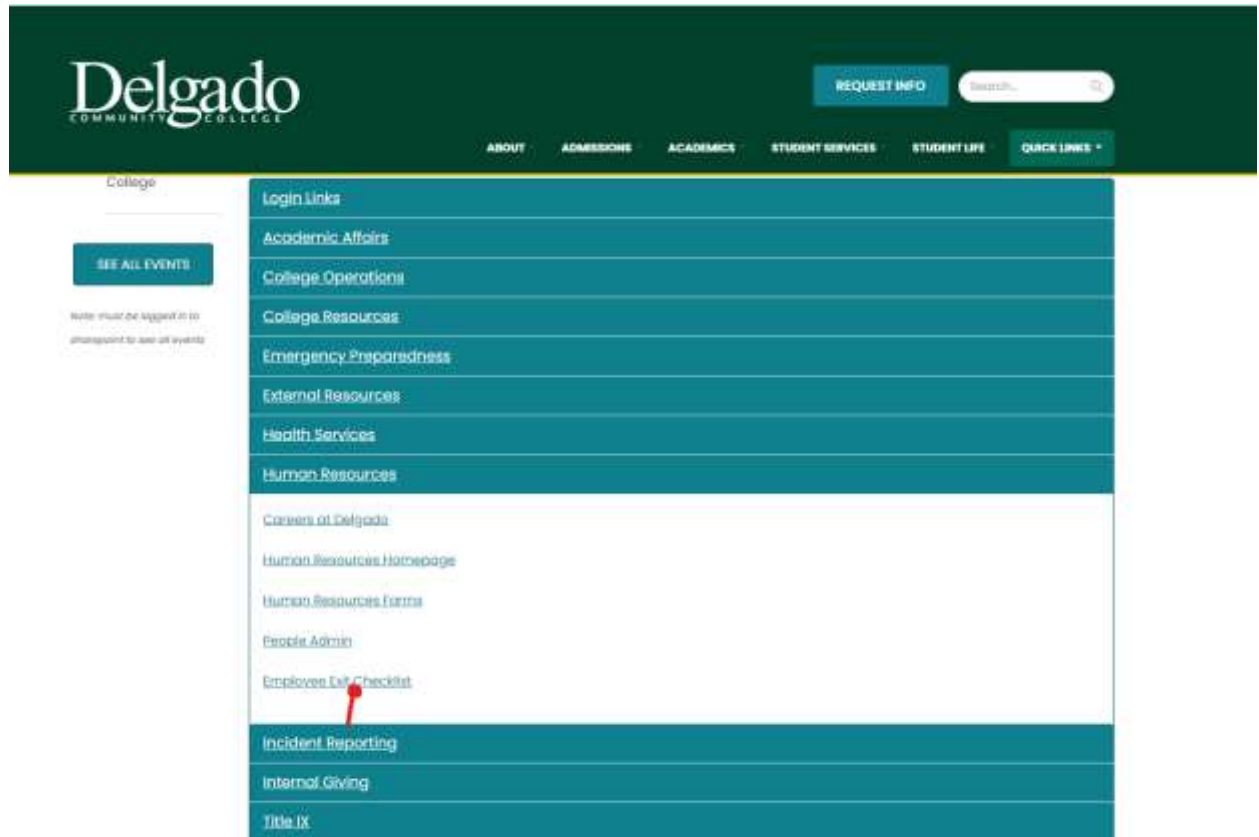
Supervisors Instructions: This is what we learned from using Electronic Exit checklist

- Beginning January 1, 2021, the Electronic Exit Checklist user interface was changed. This document has been updated to guide the supervisors through the steps based on the new interface.
The updated screen shots show the updated interface.
- Due to Employees working remotely, the returned Keys/ID can be mailed to: **Delgado Community College, 615 City Park Ave. New Orleans, LA 70119, Attn: Campus Police.**
include your name, building and, if known, office number, along with the keys and ID.
- Please start Employee Exit Checklist at least 2 days before their last day
- The DUE DATE for Full Time Employees, should be Employees last day at Delgado
- The DUE DATE for Part Time Employees, should be within one week following separation.
- The Due Date should be in the future
- Please do not send a checklist multiple times for the same Employee

1. Navigate to DCC Home page

- Quick Link > Faculty and Staff > Human Recourses > Employee Exit Checklist > Electronic Employee Exit Checklist

- Log In with your DCC User ID
- Example: ljames1
- Password: (same password you use for DCC Email)



• [Delgado Policies Home](#)

• [Forms and Related Procedures Home](#)

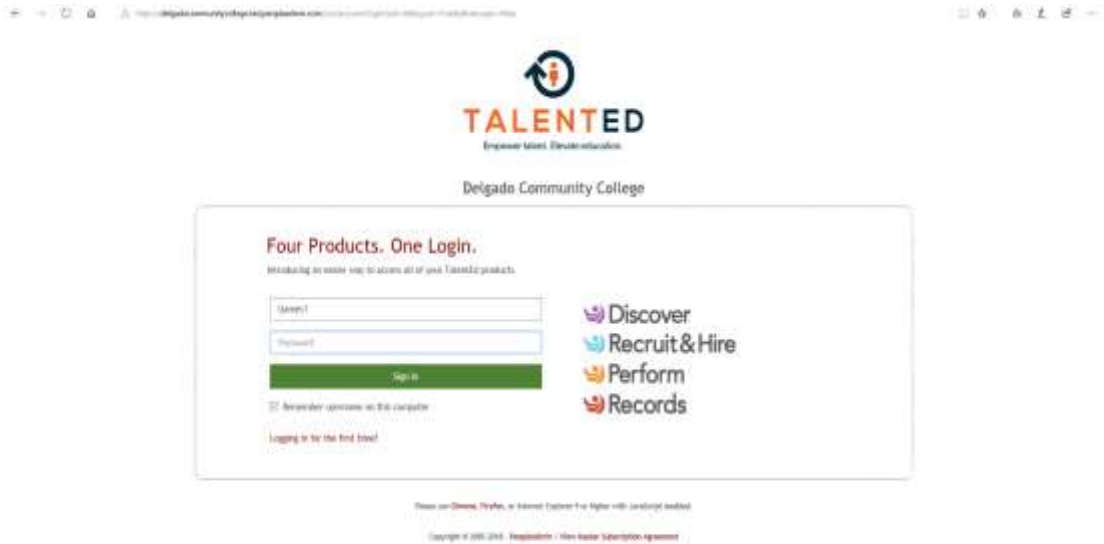
• [Alphabetical Listing of Forms](#)

• [Agreement Forms \(Office of Human Resources\)](#)

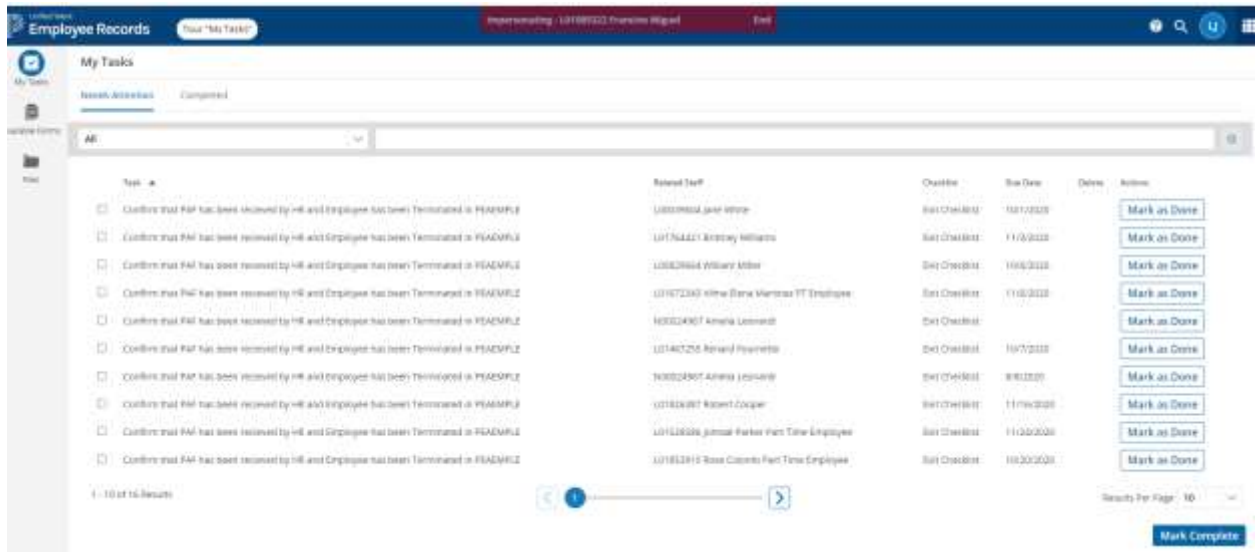
Employee Exit Checklist Process

In accordance with the College's [Employment Process Policy \(HR-2072.5\)](#) policy, it is expected that proper separation and checkout procedures are enforced when separating employees. In accordance with the College's Separation Procedures, as outlined in the [Human Resources Processes and Procedures](#) document, separating employees are completed through the exit checklist process as follows:

- For *full-time* employees, immediately upon receipt/notification of pending separation, supervisors must begin the [Electronic Employee Exit Checklist](#). See the [Employee Exit Checklist User Guide](#) for more information.
- For *part-time* employees, supervisors must begin the [Electronic Employee Exit Checklist](#) within one week following separation. See the [Employee Exit Checklist User Guide](#) for more information.



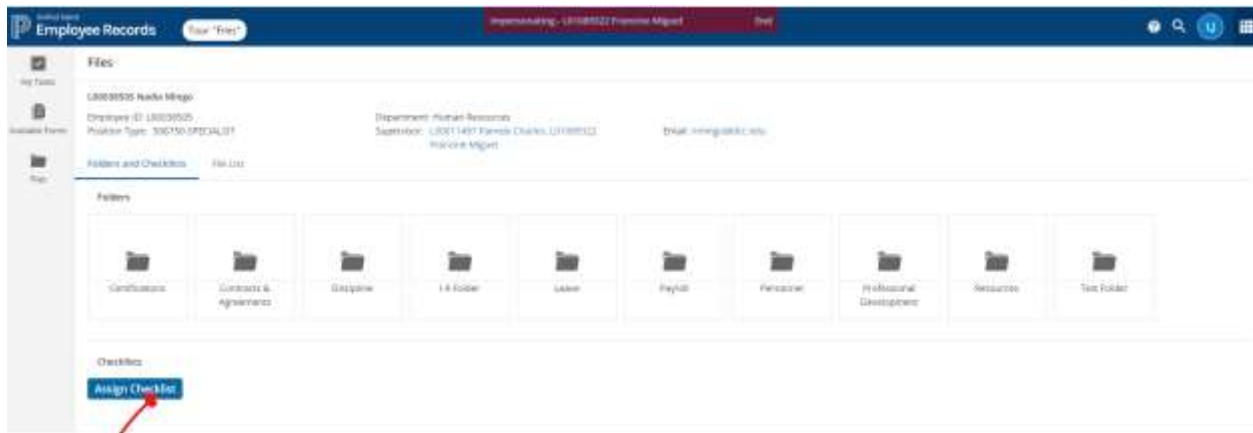
2. Welcome to the Exit Checklist. This is where you will start the exit checklist when one of your Full time or Part time employees leaves Delgado. You will also see any tasks that are assigned to you. For now, we will focus on how you, as a supervisor, will start the exit checklist for an employee



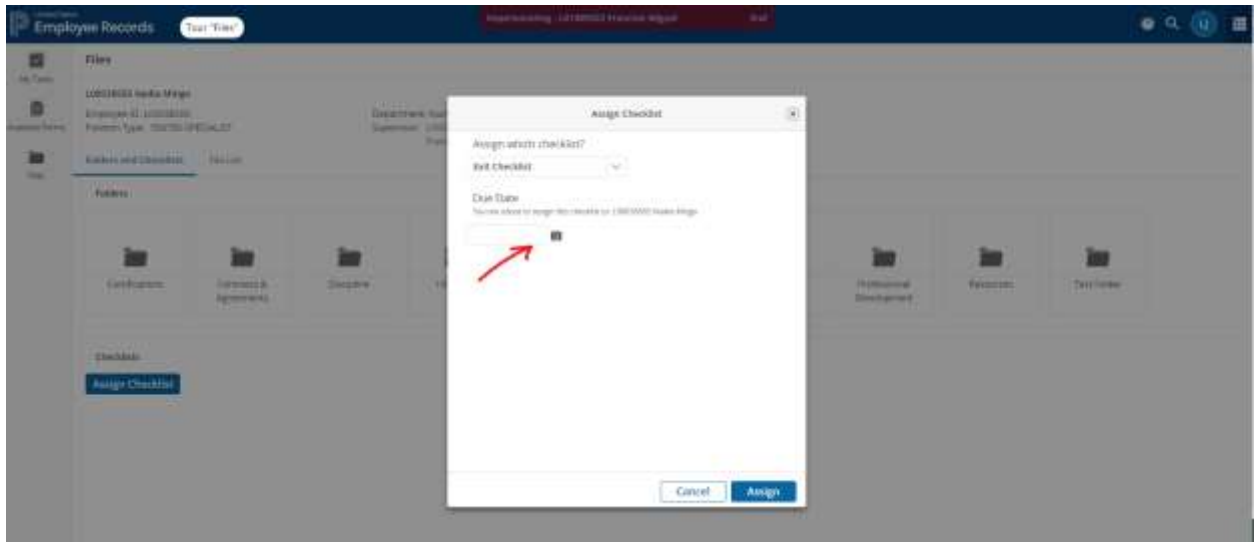
3. When you login, click on magnifying glass icon, located in the upper right corner (See screenshot below) and you will see a list of employees who you supervise. (If you do not see the employee on your staff list, please notify Luba James @ ljames1@dcc.edu) Click on the name of the employee who is leaving. The employee's name will now appear at the top of the screen and you will see Personnel Files under the name.



4. Click on Assign Checklist button (under Personnel Files). A box will pop up and you will select EXIT Checklist as the checklist to assign.

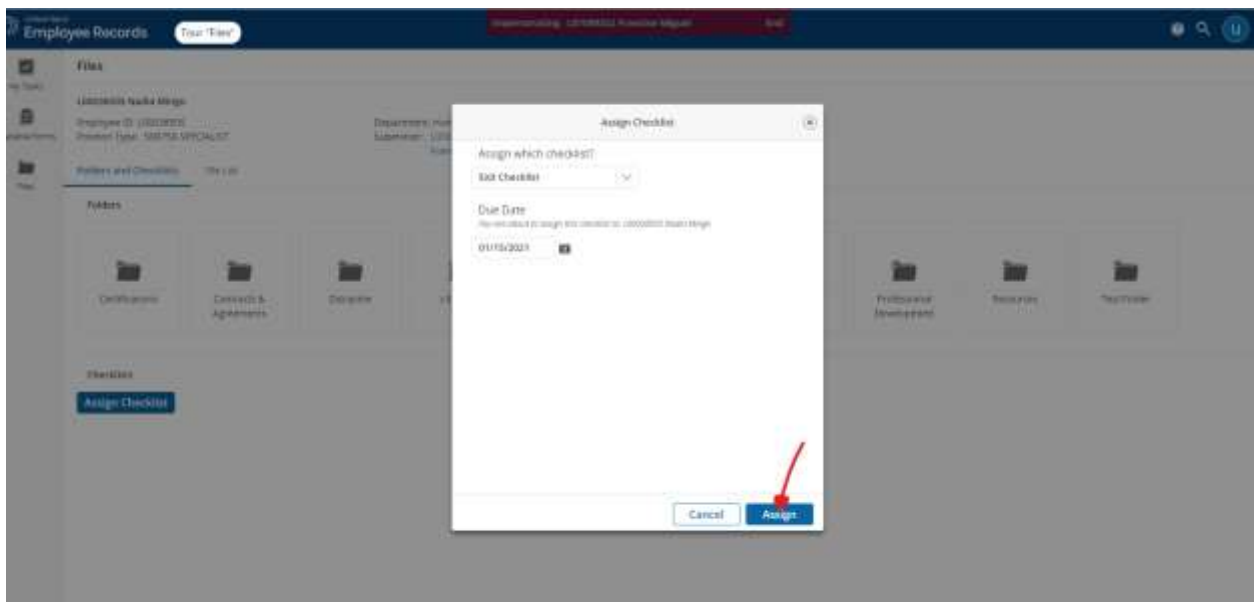


5. Select Exit Checklist from the dropdown menu and enter a Due Date. (It should be completed on Employee's last day). Example: Jane Doe last Day is 2/1/2019. The Due Date should be set to 2/1/2019. **Important:** The Due Date should be in the future.



6.

7. Select ASSIGN button



8. Employees who were assigned tasks will now receive an email with subject line “TalentEd Records - You have new Tasks - Delgado Community College.” The employees will have tasks to complete.

9. As a supervisor, you have several tasks to perform. To see your tasks, Click on MY TASKS on the upper right hand section of your screen. Then make sure you are on the “Needs Attention” tab.

10. You should complete the task “Submit an IT Helpdesk request to Deactivate employee’s DCC computer access”.

11. Due to Employees working remotely, the returned Keys/ID can be mailed to: **615 City Park Ave. N.O., LA 70119, Attn: Campus Police.** Include your name, building and, if known, office number, along with the keys and ID.

12. Complete the PAF (Personnel Action Form) with Resignation letter.

13. Navigate to My Tasks and once a task is completed, mark it as DONE.

Employee Records **Task "My Tasks"** Reporting: 1/1/2022 - 1/31/2022 Print

My Tasks

Ready to Action | **Completed**

All

Task	Related Staff	Deadline	Due Date	Status	Action
<input type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10176421 Gregory Williams	Not Checked	11/13/2021		Mark as Done
<input type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10033824 Jane Wynn	Not Checked	10/1/2021		Mark as Done
<input type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10122496 Melissa Liza Martinez Employee	Not Checked	12/15/2020		Mark as Done
<input type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10822664 Wilhem Miller	Not Checked	10/9/2021		Mark as Done
<input type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10161243 Veronica Martinez PT Worker	Not Checked	11/4/2021		Mark as Done
<input type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	Jennifer Lantieri Part Time Employee	Not Checked	12/17/2020		Mark as Done
<input type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10002467 Amelia Lawson	Not Checked			Mark as Done
<input type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10140123 Rosalind Edwards	Not Checked	10/7/2021		Mark as Done
<input type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10182487 Robert Cooper	Not Checked	11/14/2021		Mark as Done
<input type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10122334 Chely Brackenship	Not Checked			Mark as Done

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Mark Complete

14. All Tasks marked as done, will appear under Completed tab

Employee Records **Task "My Tasks"** Reporting: 1/1/2022 - 1/31/2022 Print

My Tasks

Ready to Action | **Completed**

All

Task	Related Staff	Deadline	Submitted	Status
<input checked="" type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10080852 Rosalyn Pedersen	Not Checked	1/11/2022	
<input checked="" type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10178925 Ashira Moore	Not Checked	1/12/2022	
<input checked="" type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10029163 Matthew Ogden	Not Checked	1/12/2022	
<input checked="" type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10002963 Matthew Ogden	Not Checked	1/12/2022	
<input checked="" type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10002865 Matthew Ogden	Not Checked	1/12/2022	
<input checked="" type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10002863 Matthew Ogden	Not Checked	1/12/2022	
<input checked="" type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	TEST EMP CHECKLIST	Not Checked	1/6/2022	
<input checked="" type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	TEST EMP CHECKLIST	Not Checked	1/6/2022	
<input checked="" type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	TEST EMP CHECKLIST	Not Checked	1/6/2022	
<input checked="" type="checkbox"/> Confirm that PAF has been received by HR and Employee has been Terminated in PEASMPLE	10002612 Paula Miller	Not Checked	1/9/2022	

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Results Per Page: 10

If you entered the Due Date and have not completed tasks you will receive email notifications to complete the tasks.