WELCOME TO THE ELECTRONIC EXIT CHECKLIST

Supervisors Instructions: This is what we learned from using Electronic Exit checklist for a month.

- Please start Employee Exit Checklist at least 2 days before their last day
- The DUE DATE should be Employees last day at Delgado
- 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 Full-Time Employee Exit Checklist
   - Log In with your DCC Email credentials
   - Example: ljames1
   - Password: (same password you use for DCC Email)

Faculty and Staff

Below are useful links for faculty and staff.

Login Links
Academic Affairs
College Operations
College Resources
Emergency Preparedness
External Resources
Health Services
Human Resources

Careers at Delgado

Human Resources Homepage

Human Resources Forms

People Admin

Full-Time Employee Exit Checklist

| Incident Reporting |

Employee Exit Checklist Process

In accordance with the College's Employment Process Policy (HR-2122.5) 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 Full-Time Employee Exit Checklist.

- *For part-time employees*, supervisors must send completed Part-Time Employee Exit Checklist Form to HR *within* one week following separation.
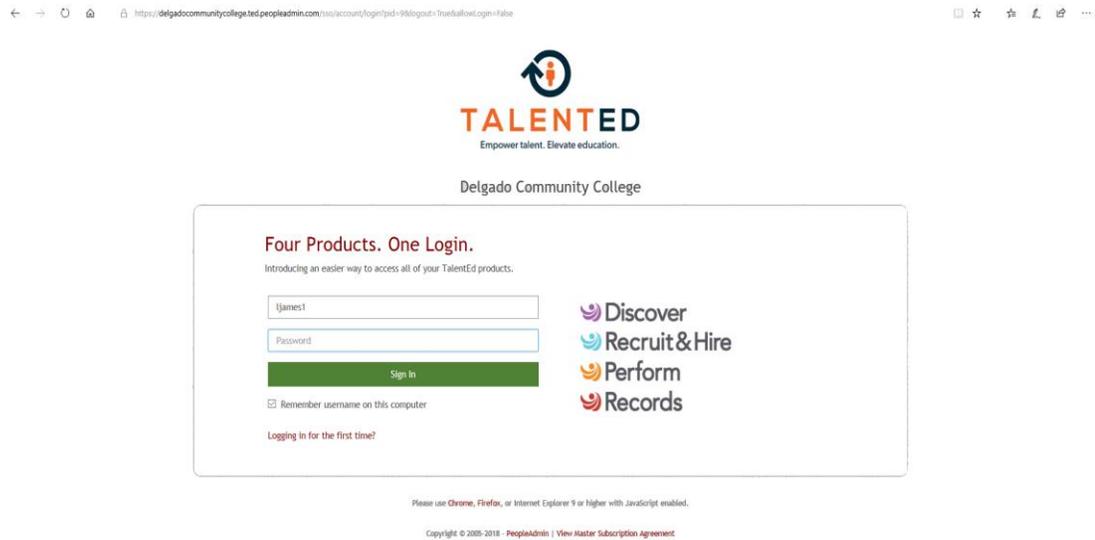
2. Welcome to the Exit Checklist. This is where you will start the exit checklist when one of your full time employees leaves Delgado. You will also see any tasks that are assigned to you. For now, we will focus on how you, as a supervisor, will start the exit checklist for an employee
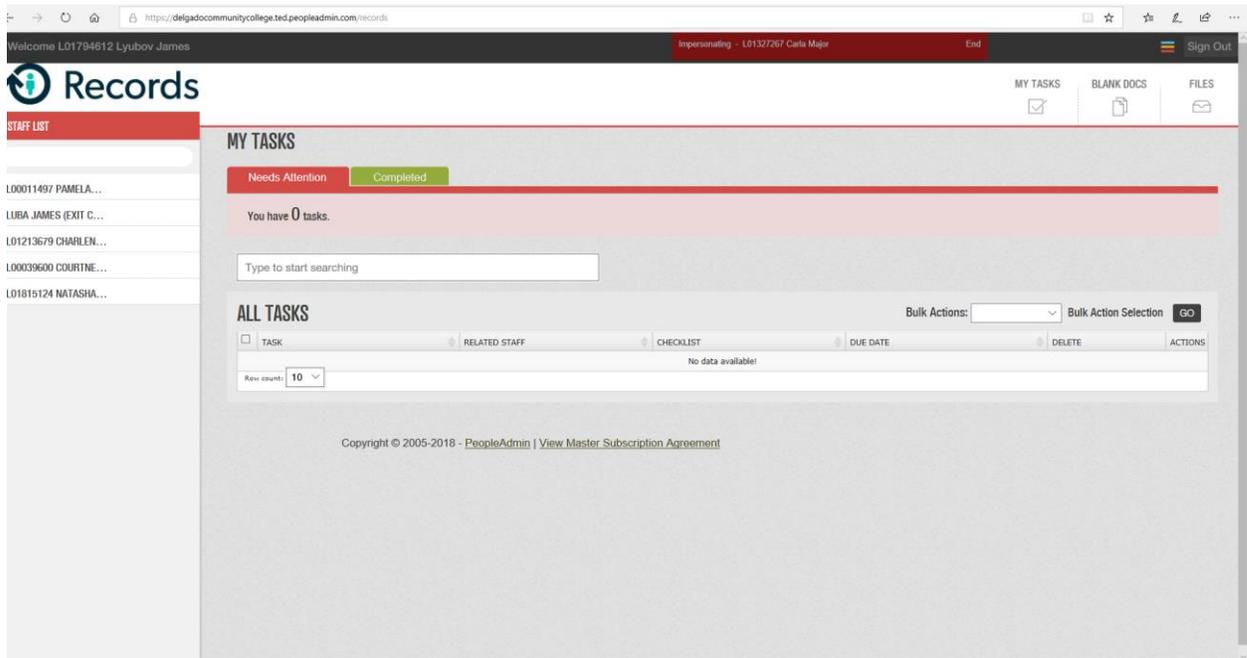
3. When you login, you will see the "Staff List" of full time employees who you supervise. (If you do not see the full time employee on your staff list, please notify Courtney Sharp @ CSHARP@dcc.edu) Click on the name of the employee who is leaving. The employee's name will now appear at the top of the screen and you will see Personnel Files under the name.
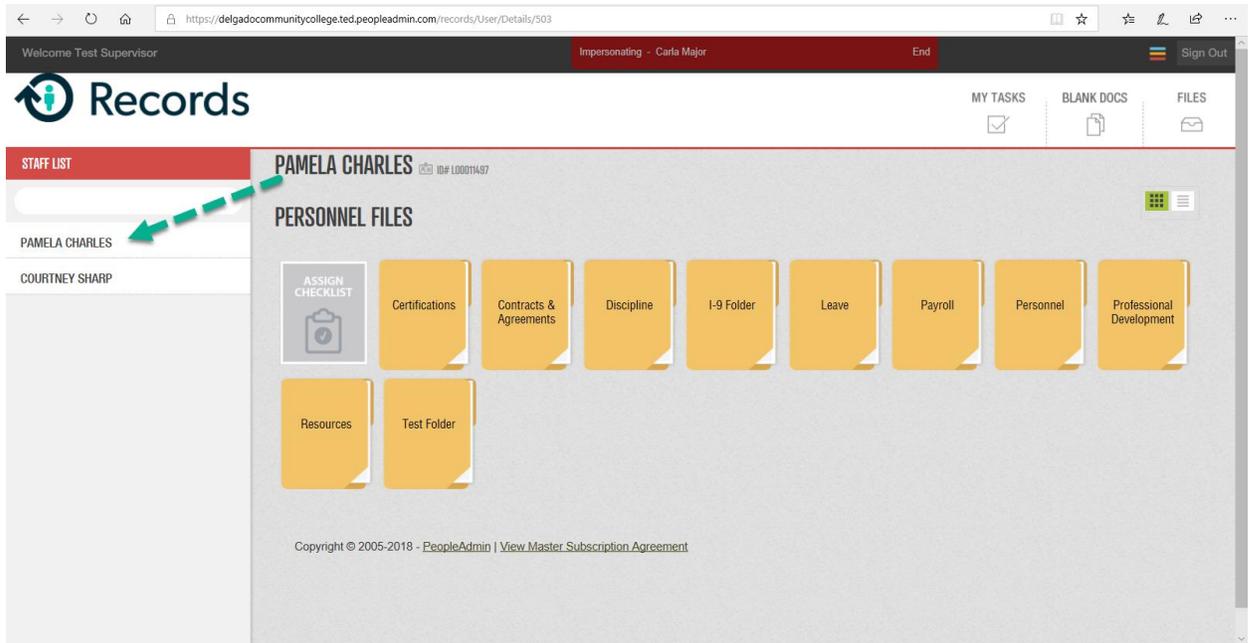
4. Click on Assign Checklist logo (under Personnel Files). A box will pop up and you will select EXIT Checklist as the checklist to assign.
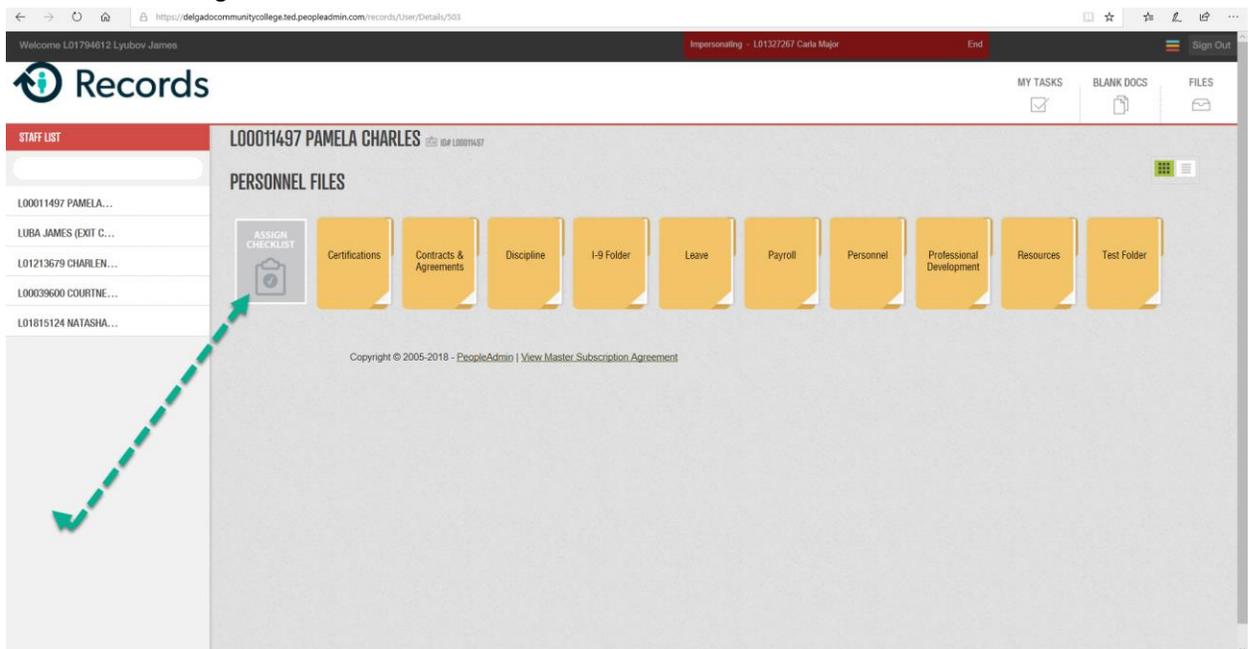
5. Select Checklist from the dropdown menu and enter a Due Date. (It should be completed on Employee's last day). Example: Jane Doe last Day is 2/1/2019. The Due Date should be set to 2/1/2019. **Important:** The Due Date should be in the future.
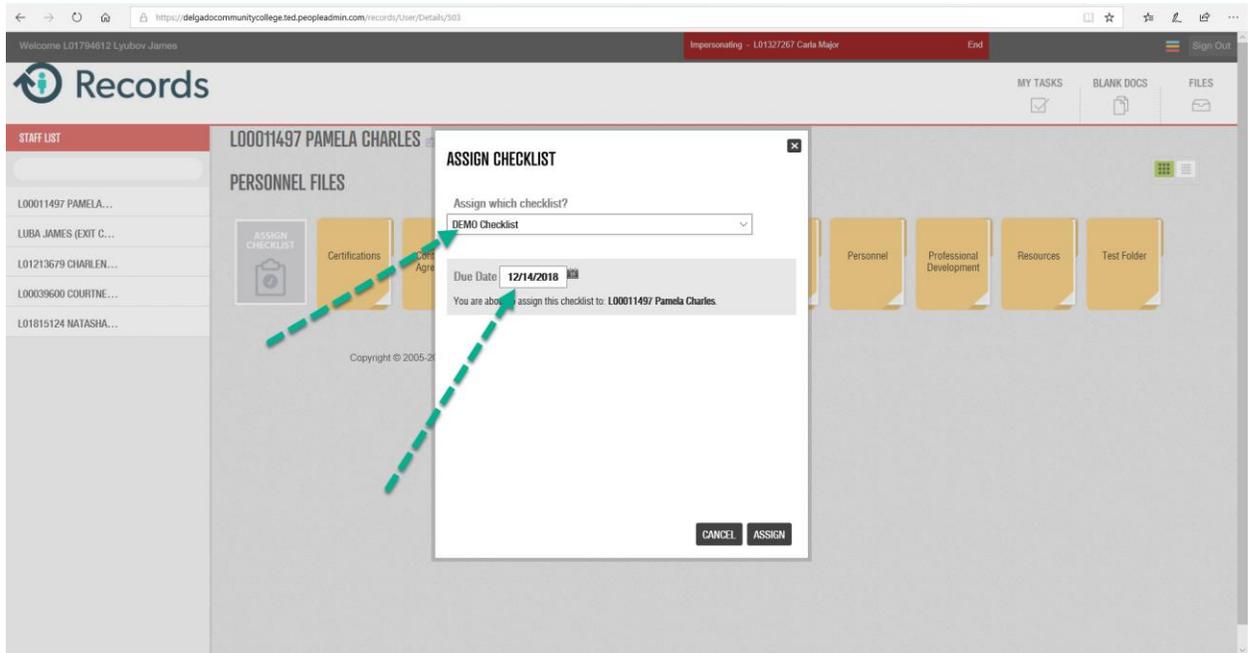
6.

7. Select ASSIGN button
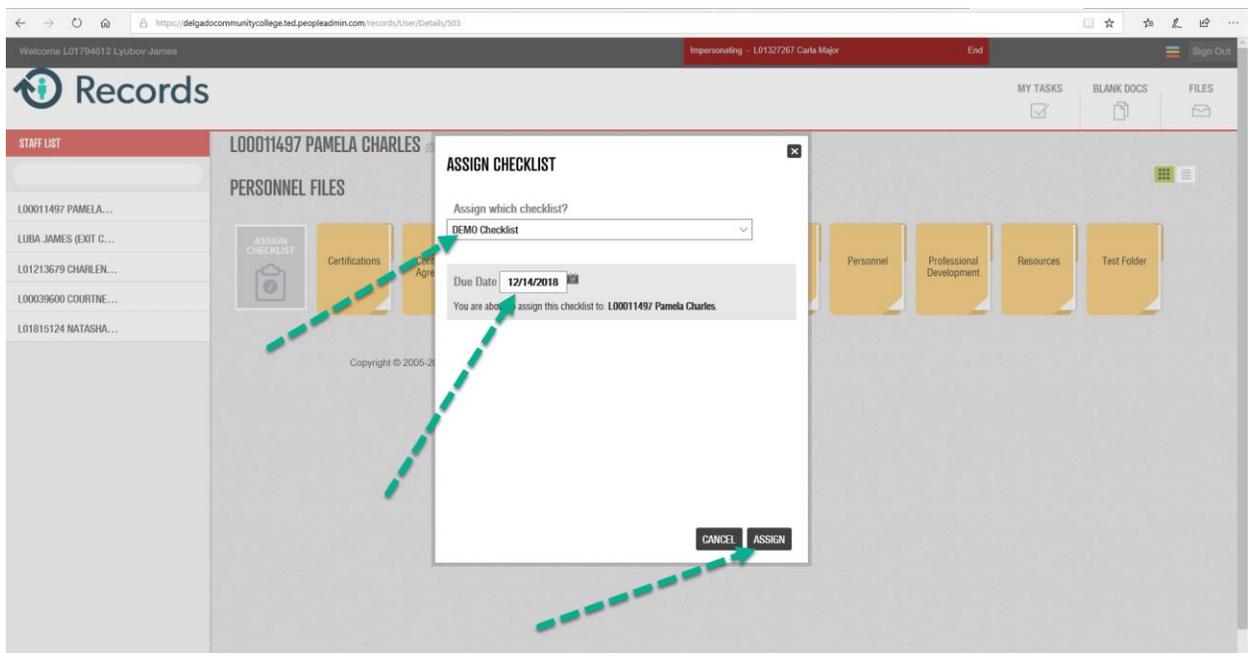
8. Employees who were assigned tasks will now receive an email with subject line "TalentEd Records - You have new Tasks - Delgado Community College." The employees will have tasks to complete.
9. As a supervisor, you have several tasks to perform. To see your tasks, Click on MY TASKS on the upper right 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. Complete the PAF (Personnel Action Form) with Resignation letter.
12. Navigate to My Tasks and once a task is completed, mark it as DONE.

13.

All Tasks marked as done, will appear under Completed tab

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