

# 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 Home
- ▶ United Federation of College Teachers

## 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](#)

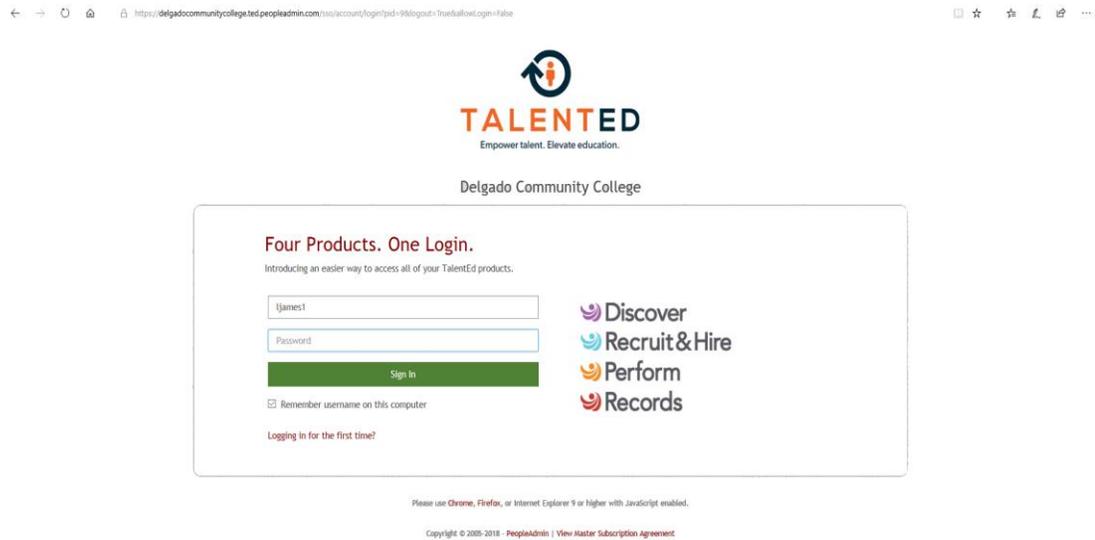
[Incident Reporting](#)

- ▶ Delgado Policies Home
- ▶ Forms and Related Procedures Home
- ▶ Alphabetical Listing of Forms
- ▶ Search All Forms

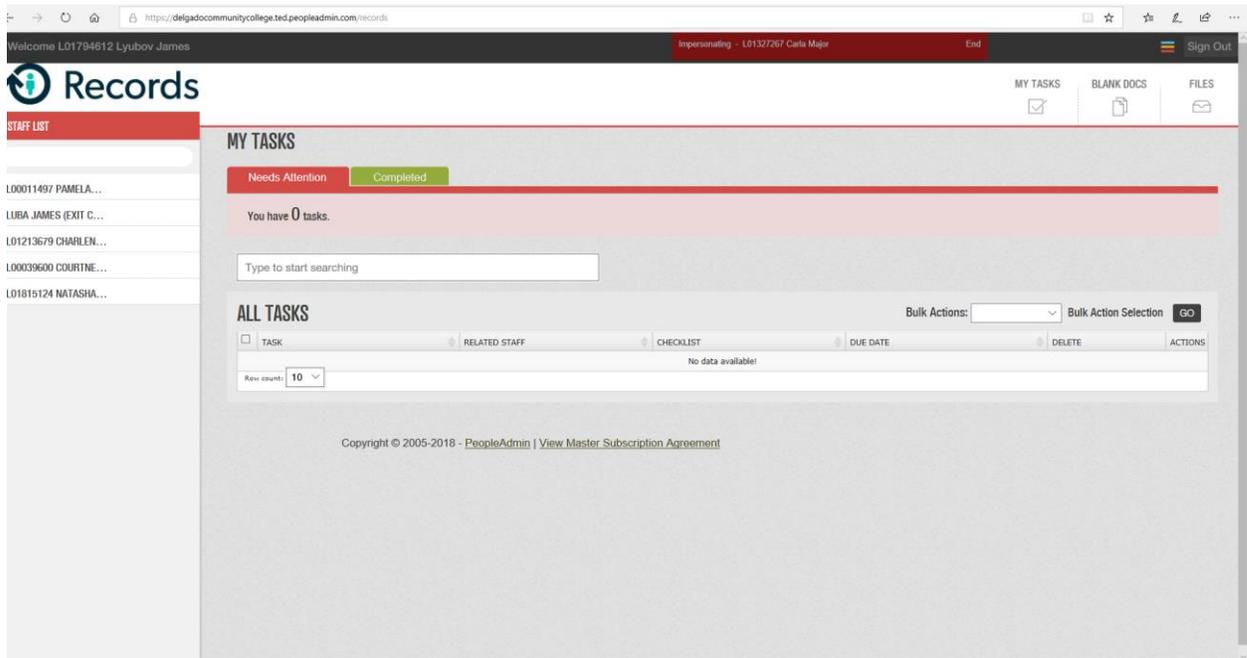
## Employee Exit Checklist Process

In accordance with the College's [Employment Process Policy \(HR-21225\)](#) 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:

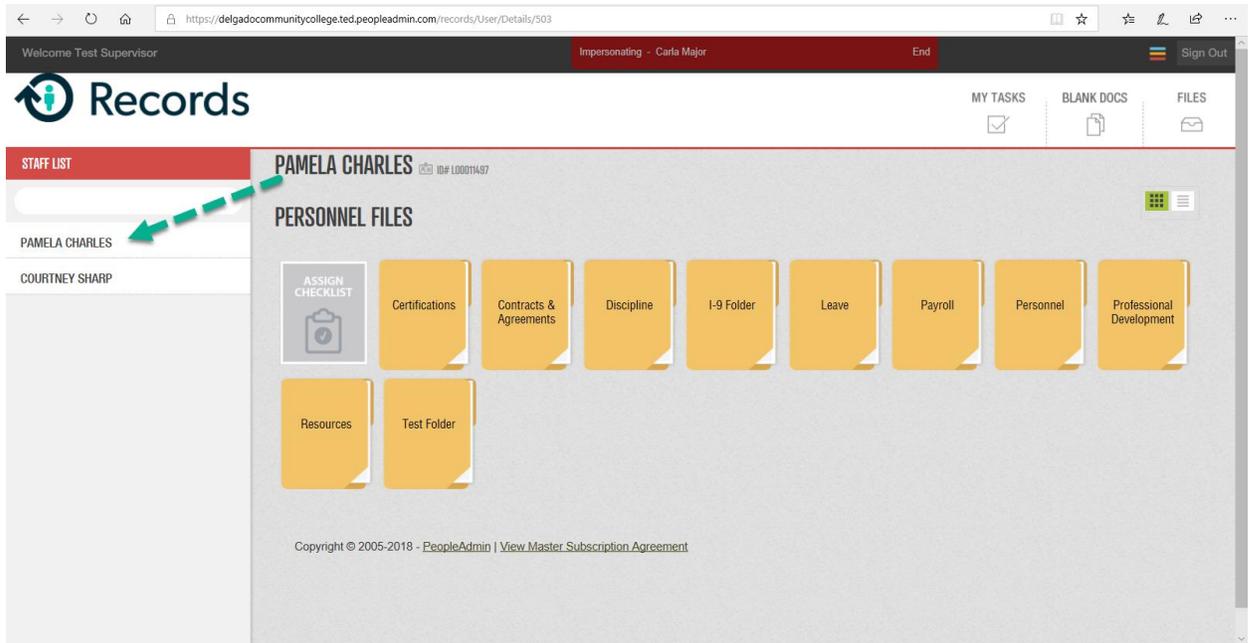
- For full-time employees, immediately upon receipt/notification of pending separation, supervisors must begin the [Electronic Full-Time Employee Exit Checklist](#).
- For part-time employees, supervisors must send completed [Part-Time Employee Exit Checklist Form](#) to HR within one week following separation.



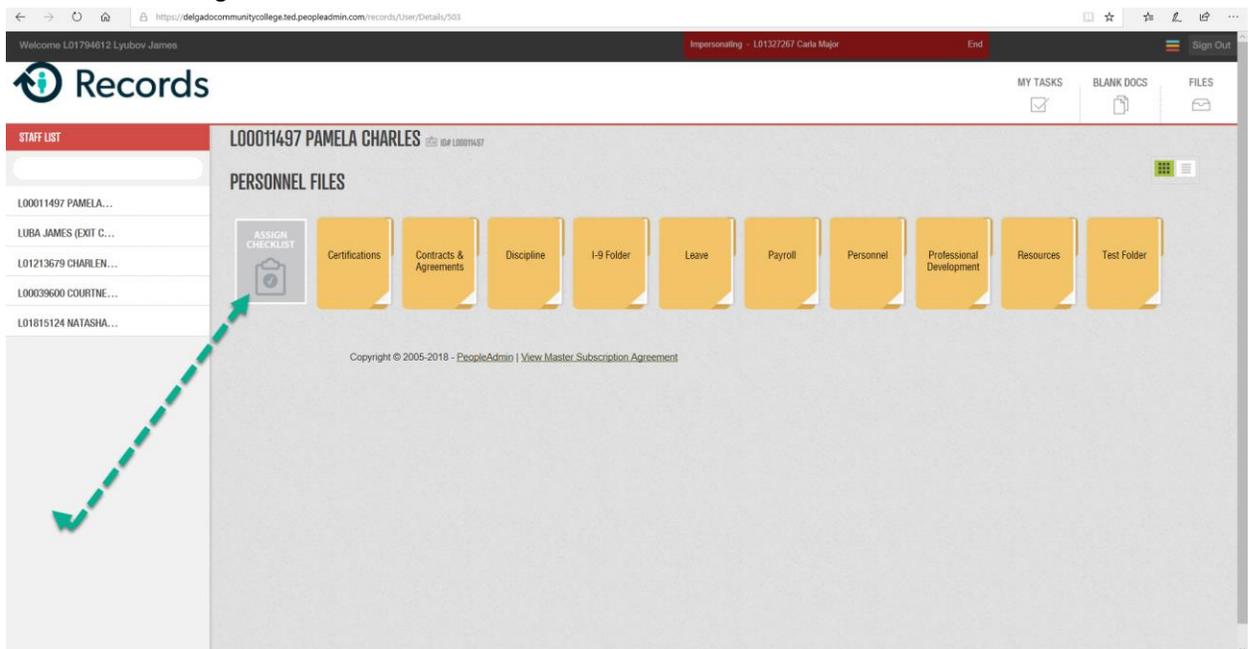
2. Welcome to the Exit Checklist. This is where you will start the exit checklist when one of your full time employees leaves Delgado. You will also see any tasks that are assigned to you. For now, we will focus on how you, as a supervisor, will start the exit checklist for an employee



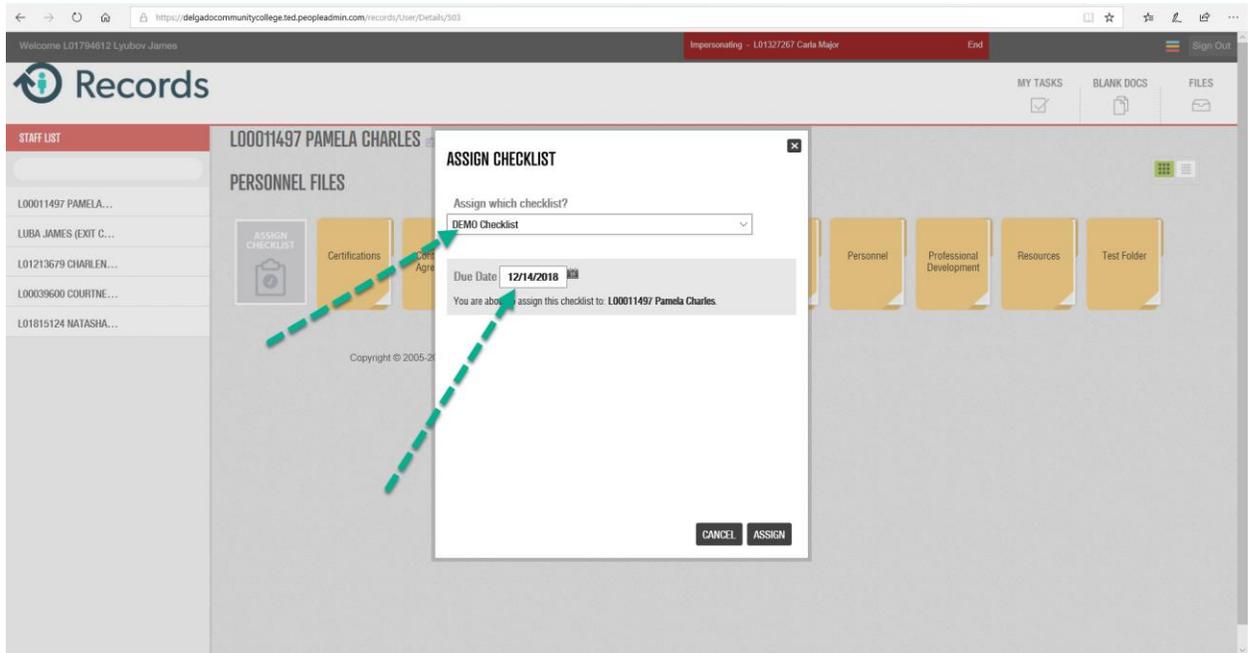
3. When you login, you will see the “Staff List” of full time employees who you supervise. (If you do not see the full time employee on your staff list, please notify Courtney Sharp @ CSHARP@dcc.edu) Click on the name of the employee who is leaving. The employee’s name will now appear at the top of the 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.

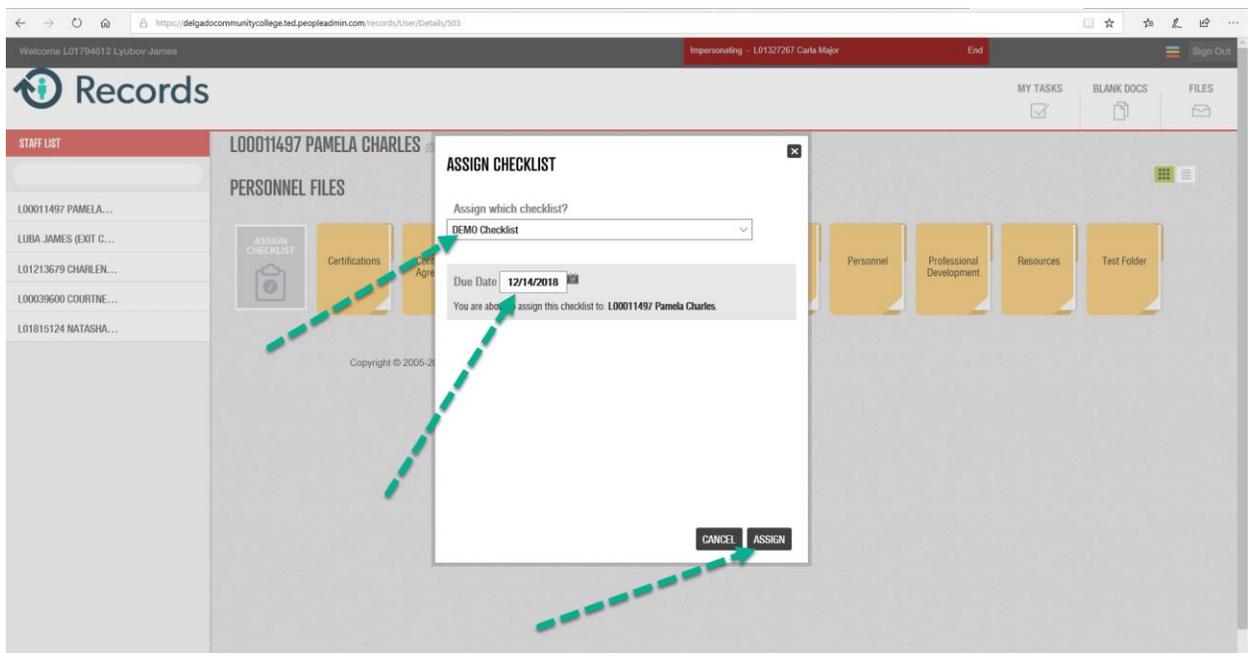


5. Select Checklist from the dropdown menu and enter a Due Date. (It should be completed on Employee's last day). Example: Jane Doe last Day is 2/1/2019. The Due Date should be set to 2/1/2019. **Important:** The Due Date should be in the future.



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.

The screenshot shows the 'MY TASKS' interface in the TalentEd Records system. The user is logged in as L0001497 Pamela Charles. The page displays a notification that the user has 16 tasks. A search bar is provided for filtering tasks. The 'ALL TASKS' section contains a table with the following data:

TASK	RELATED STAFF	CHECKLIST	DUE DATE	ACTIONS
Complete and Submit a Personnel Action Form	L0001497 Pamela Charles	DEMO Checklist	12/18/2018	MARK AS DONE
Submit an IT Helpdesk request to deactivate the employee's DCC computer access, then click Mark As Done	L0001497 Pamela Charles	DEMO Checklist	12/18/2018	MARK AS DONE
Submit an IT Helpdesk request to deactivate the employee's Student Banner access, then click Mark As Done	L0001497 Pamela Charles	DEMO Checklist	12/18/2018	MARK AS DONE
Confirm that all Division and Department equipment has been returned	L0001497 Pamela Charles	DEMO Checklist	12/18/2018	MARK AS DONE
Confirm that all items on outstanding Property Removal Passes have been returned to the property location supervisor and all tagged moveable property has been returned to the proper location	L0001497 Pamela Charles	DEMO Checklist	12/18/2018	MARK AS DONE
Confirm that all tagged moveable property has been returned to proper location	L0001497 Pamela Charles	DEMO Checklist	12/18/2018	MARK AS DONE
Confirm that all parking and traffic tickets have been cleared	L0001497 Pamela Charles	DEMO Checklist	12/18/2018	MARK AS DONE
Deliver terminated employee's keys to Campus Police	L0001497 Pamela Charles	DEMO Checklist	12/18/2018	MARK AS DONE

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

[Welcome L01794612 Lyubov James](#)

[Impersonating - L00011497 Pamela Charles](#)
End
Sign Out

# Records

MY TASKS 
BLANK DOCS 
FILES

**STAFF LIST**

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L00038505 NADIA MI...

L00010462 ELIANA ODA

## MY TASKS

Needs Attention
Completed

You have Completed 3 tasks.

### ALL TASKS

TASK	RELATED STAFF	CHECKLIST	SUBMITTED	ACTION
Confirm that all Division and Department equipment has been returned	L00011497 Pamela Charles	DEMO Checklist	12/04/2018	
Confirm that all parking and traffic tickets have been cleared	L00011497 Pamela Charles	DEMO Checklist	12/04/2018	
Complete and Submit a Personnel Action Form	L00011497 Pamela Charles	DEMO Checklist	12/04/2018	

<< 1 >>
Go to page: 
Row count: 
Showing 1-3 of 3

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