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)

Delga	
 Faculty and Staff Home 	Faculty and Staff
 United Federation of College Teachers 	Below are useful links for faculty and staff.
	Academic Affairs
	College Operations
	Emergency Prepardeness External Resources
	Health Services
	Human Resources
	Careers at Delgado
	Human Resources Homepage
	People Admin
	Full-Time Employee Exit Checklist
	Incident Reporting
	ABOUT - ADMISSIONS - ACADEMICS - STUDENT SERVICES - STUDENT LIFE - QUICK LINKS -
HOME > ADMINISTRAT	TION > <u>POLICIES</u> > <u>EORMS</u> > EMPLOYEE EXIT CHECKLIST PROCESS

Employee Exit Checklist Process

- Delgado Policies Home
 Forms and Related Procedures Home
- In accordance with the College's <u>Employment Process Policy (HR-21225)</u> 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 <u>Human Resources Processes and Procedures</u> document, separating employees are completed through the exit checklist process as follows:
- Alphabetical Listing of Forms
- Search All Forms
- 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.

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Logging in for the first time?		

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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

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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.

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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.

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	Copyright © 2005-2018 - PeopleAdmin View Master Subscription Agreems	55	

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.

Record		Impersonating - L01327267 Carla Major	End	MY TASKS	BLANK DOCS FILES
W Record	us				
STAFF UST	LOOOT1497 PAMELA CHARLES PERSONNEL FILES	ASSIGN CHECKLIST			
L00011497 PAMELA		Assign which checklist?			
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01213679 CHARLEN	Certifications	Due Date 12/14/2018	lessional elopment	Resources	Test Folder
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7. Select ASSIGN button

6.

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- 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.

 Record 	s				MY TASKS	BLANK DOCS FILES
TAFF LIST	MY TASKS					
00038505 NADIA MI	Needs Attention Completed					
00010462 Eliana oda	You have 16 tasks.					
	Type to start searching					
	ALL TASKS				Bulk Actions:	Bulk Action Selection GO
	TASK	RELATED STAFF	CHECKLIST	DUE DATE	DELETE	ACTIONS
	Complete and Submit a Personnel Action Form	L00011497 Pamela Charles	DEMO Checklist	12/18/2018		MARK AS DONE
	<u><a <br="" href="https://tinyurl.com/y7twlyq">target="_blank">Submit an IT Helpdesk request</u> to deactivate the employee DCC computer access, then dick Mark As Dom	S L00011497 Pamela Charles	DEMO Checklist	12/18/2018		MARK AS DONE
	If applicable, <d><8 http://thrunt.com/y7mc2ktj" target="_blank'>submit an IT Hepdesk request <_bank'>submit an IT Hepdesk Student Banner access, then click Mark As Done</d>	S L00011497 Pamela Charles	DEMO Checklist	12/18/2018		MARK AS DONE
	Confirm that all Division and Department equipment has been returned	L00011497 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 supervision and all tagged moveable property has been returned to the proper location	L00011497 Pamela Charles	DEMO Checklist	12/18/2018		MARK AS DONE
	Confirm that all tagged moveable property has been returned to proper location	⁸ L00011497 Pamela Charles	DEMO Checklist	12/18/2018		MARK AS DONE
	Confirm that all parking and traffic tickets hav been cleared	e L00011497 Pamela Charles	DEMO Checklist	12/18/2018		MARK AS DONE
	Deliver terminated employee's keys to Campu Police	5 L00011497 Pamela Charles	DEMO Checklist	12/18/2018		MARK AS DONE

13.

All Tasks marked as done, will appear under Completed tab

Velcome L01794612 Lyubov James			Impersonaling - L00011497 Pamela Charles	End			Sign
 Records 					MY TASKS	BLANK DOCS	FILES
TAFF LIST	MY TASKS						
1038505 NADIA MI	Needs Attention Completed						
D010462 ELIANA ODA	You have Completed 3 tasks.						
	Type to start searching						
	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	LD0011497 Pamela Charles	DEMO Checklist	12/04/2018			
	Complete and Submit a Personnel Action Form	L00011497 Pamela Charles	DEMO Checklist	12/04/2018			
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If you entered the Due Date and have not completed tasks you will receive email notifications to complete the tasks.