EXIT PROCESS AND PROCEDURE

Involuntary Terminations: Conducted by Employee Relations Director or designated representative
Voluntary Resignations: Conducted by Employee Relations Coordinator or designated representative

Human Resources Responsibility

Once notification of an Exiting Employee has been received:
• Ensure that a Separation PAR has been completed by the department – If it has not been completed, an email is sent to the corresponding department to request that the PAR is submitted as soon as possible. Send an exit survey to the separating employee.

During Exit Interview:
• Ensure mailing address is correct and obtain a forwarding address where necessary.
• Explain how the last paycheck is handled and how any accrued vacation time is paid out (where appropriate.)
• Review benefits information – give employee appropriate grid showing end dates along with benefits vendor contact information for future use.
• Review COBRA benefits and give employee all pertinent information in regard to COBRA and how it works.

After Exit Interview:
• If necessary, follow up with Manager to request completed Separation Clearance form be returned to our office, Attention: Office of Human Resources, AC 708, Erika Jay.

Employee’s responsibility

• Submit letter of resignation (resignation should be given at least 1 pay period in advance).
• Sign and submit final time sheet(s) to manager.
• Call Human Resources (x5200) to schedule an Exit Interview prior to last day of employment.
• Meet with direct supervisor to return all NKU property by the last day worked. For example, credit/Procurement Card, Cell Phone, PDA, etc., including passwords for electronic devices, All Card, Parking pass, Keys and library materials
• If moving, please provide NKU with a forwarding address (via MyNKU) to ensure proper delivery of W2’s, benefit continuation, etc.
• Complete Exit Interview survey on-line after receiving email invitation – email and Employee Self Service (ESS) access is terminated on the last day of employment.

Final payment information:
• Final pay check will be direct deposited into employee’s bank account and final pay statement will be mailed to employee’s home.