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.
- An exit survey is sent to the 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.

Manager’s responsibility

- Create a Separation/Retirement PAR. (This form ends employment/pay/benefits at NKU.)
- Remind employee to call Human Resources (x5200) to schedule an Exit Interview prior to last day of employment.
- Request final time sheet(s) from employee and submit to Payroll.
- Complete Separation Clearance form; requesting that a final meeting with the employee be conducted to retrieve any NKU property that should be returned prior to last day of employment (i.e. Cell Phone, PDA, Keys, etc., including passwords for iPads). Return completed Separation Clearance form to our office, Attention: Office of Human Resources, AC 708, Erika Jay
- If the employee was responsible for a fund center(s), submit an infra to IT indicating their departure and the name of their replacement.