



DARTMOUTH

End of Employment Checklist

Tasks for the EMPLOYEE to complete

BEFORE YOU LEAVE:

- Provide your manager with a resignation letter including your last day of employment. Unused earned vacation at the time of termination will be paid using the below guidelines:
 - Also, please refer to current policies on the back of this sheet.*
 - *Non-exempt employees* must provide at least two weeks notice prior to leaving.
 - *Exempt employees* must provide at least one month's notice prior to leaving.
 - *Union employees* will be paid for their final hours and unused vacation in accordance with the appropriate Union contract.

- Participate in an exit interview with designated interviewers, if desired.
- Return all Dartmouth equipment and keys (building, desk, office, tools, safety equipment, laptop, etc.)
- Discuss with manager how to save electronic files and work related emails to a central location.
- Coordinate with your manager to set a message for your Dartmouth email autoreply & voicemail.
 - Re-set your [voicemail](#) password, leaving the password for your manager.

- Review and update [Employee Self Service](#): (You will have access to this system for 18 months after termination.)
 - **Personal Information:** review and update your Payroll mailing address for your last check(s) and confirm that your legal mailing address and email address are accurate.
 - **Payslip:** Save or download copies of any paystubs you wish to keep
 - **Go Paperless:** Indicate if you wish to have your annual W-2 sent to you via US Mail (select 'paper'), or if you wish to log-in to download this document (select 'online') when it is available in January/February of next year.

- Return Dartmouth [parking passes](#) to the parking office so payroll deductions stop.
- Contact the Dartmouth Benefits office regarding final pay-off of any existing employee loans.
- Settle any Petty Cash or Change Funds accounts with [Campus Billing and DartCard Services](#).
- Review [Leaving Dartmouth Benefits Information](#) online to learn about:
 - Healthcare and dental benefits
 - Flexible Spending Account (FSA) – Health Care and Dependent Care
 - Healthcare Reimbursement Account (HRA)
 - Life insurance and Supplemental benefits
 - Defined Contribution plan (TIAA and Fidelity 401a account), *if applicable*
 - Supplemental Retirement Account (TIAA and Fidelity 403b account), *if applicable*
 - Defined Benefit Pension Plan (Staff and Union), *if applicable*
 - 457b Retirement Plan, *if applicable*

- Contact companies to update mailing addresses: Retirement (TIAA/Fidelity), professional memberships, etc.
- Work with manager to complete Manager checklist and provide future contact information

AFTER YOU LEAVE:

- Complete the exit survey, sent to you from Human Resources via email

Termination Vacation Policy

Employees may not take vacation during the period of notice without his or her supervisor's express approval. In all cases the employee's effective date of termination is the last day he or she works.)”

Dartmouth's separation policy can be viewed at:

http://www.dartmouth.edu/~hrs/pdfs/separation_employment.pdf.

Non-Exempt Employees

A regular, hourly employee who resigns with at least two weeks written notice is eligible for pay for any unused vacation and the earned vacation credit toward the next fiscal year.

Exempt Employees

A regular, salaried employee who resigns with at least one month's notice is eligible for pay for any unused vacation and the earned vacation credit toward the next fiscal year. Confirm your remaining vacation balance with your supervisor.

Mail Forwarding

Dartmouth does not forward or manage mail for employees who have left, so it is important to update the mailing address used for any communications received to your office. This includes but is not limited to: all retirement accounts at TIAA or Fidelity, professional memberships, etc.