

Williams College Employment Exit Procedure and Checklist

There are many things to consider when leaving employment whether retiring or resigning. Employees leaving the college should be aware of their rights and benefits, in addition to returning all college property issued to them.

1. Notifying your supervisor and HR:

- a) Staff leaving the college are expected to submit a letter of resignation that includes the date of the individuals' last day of work. The last day of work should not be a vacation day; it is the last day of work in the office.
- b) Support staff are requested to give at least two-weeks notice.
- c) Administrative staff are requested to give at least one-months notice.

2. Vacation:

- a) Earned vacation will be calculated based on the last day of work and any unused time will be paid in the final paycheck.
- b) Any vacation leave taken, but not earned, will be deducted from the final paycheck.

3. Benefits:

- a) Most benefits end on the last day of work; medical/dental/vision coverage ends on the last day of the month in which employment ends.
- b) COBRA coverage is a federally mandated program providing insurance continuation; COBRA election forms will be mailed to you by Bswift. You have 60 days to elect COBRA. The cost of COBRA is the full premium of the employee's plan (what the college was contributing plus what the employee was contributing) plus a service fee.
- c) Employee Assistance Program (EAP) services are available to employees for three months after separation.
- d) Employees leaving the college or considering retirement are encouraged to contact Human Resources to discuss relevant decisions and information to consider.

Employment Exit Checklist

✓	Item
	<p>College property</p> <ul style="list-style-type: none"> • Keys (building, office, desk, files, vehicles, lockers, etc.) should be returned to the Lock Shop in facilities. • Williams ID will automatically be deactivated. Retirees can obtain a new ID from Campus Safety Services for continued access to the library and gym. • College purchasing or credit cards will automatically be deactivated; check for any personal charges on credit cards. • Uniforms/gear/tools/instruments should be returned to your department. • Library materials checked out should be returned to the Library. • Equipment (laptop and/or iPad, flash drives, devices, and other computer equipment), communications devices (pagers, cell phones, radios, etc.) should be returned to your department or OIT. • Any other college owned property should be returned, check with your supervisor.

	<p>Voice Mail</p> <ul style="list-style-type: none"> • Update your outgoing voicemail message. The standard message should include who to contact for assistance including a phone number and an email address.
	<p>Email</p> <ul style="list-style-type: none"> • You will not have access to your Williams email after your last day of work. You may want to consider informing personal contacts of your new email address. • You will receive an email from OIT with detailed guidance and instructions; contact them if you have further questions. • Your email may be forwarded to a supervisor or work colleague, but not to a personal email address. • Set up an automatic reply message that includes a notification of your separation. The standard message should include who to contact for assistance including a phone number and email address. • Additional guidance at: http://oit.williams.edu/help-docs/savingmigrating-email-and-docs-when-leaving-williams/
	<p>Computer files</p> <ul style="list-style-type: none"> • Discuss the location of files on your computer and network (shared) drives with your supervisor. Ensure they have access to any files with password protections. • Ensure ownership of all documents and spreadsheets on your Google Drive is transferred to your supervisor or work colleague. Placing files in a shared Google Drive folder is not sufficient. • Remove all personal files from your computer and network drives. • Provide a list of login information of all websites and software which you had a designated account (associations, vendors, etc.) • Additional guidance at: https://oit.williams.edu/help-guides/accounts/exiting-employee-techlist/
	<p>Transfer of Knowledge</p> <ul style="list-style-type: none"> • Review any outstanding work with your supervisor. Determine any arrangements for existing projects. • Create a transition plan for how work will be done after you leave. • Consider having another employee shadow you for certain tasks to learn more about how the work gets done. • Document processes and procedures as necessary.
	<p>Contact Information</p> <ul style="list-style-type: none"> • Update your phone number and mailing address in PeopleSoft before your last day. • Contact HR with any address changes after your last day in order for us to send your W-2 tax form. Consider setting up a forwarding mail service with the USPS.

If you have any questions or concerns, please email hr@williams.edu