



# THE UNIVERSITY OF WINNIPEG

## **Employee Exit Guide – Resignation and Retirement**

The following information is provided as a guide for supervisors to assist in preparing for an employee's departure. This list is not exhaustive and additional aspects may need to be considered dependent on the position.

Upon receiving notice of resignation/retirement, notify your HR Consultant and forward the written notice letter (or email) to Human Resources as soon as possible.

### **Attendance Reporting and Vacation Usage**

#### **Attendance**

- Ensure attendance (including all vacation/banked time) is updated as of the last day of employment.

#### **Resignations**

- Vacation may not be used during the notice period, or in substitute of notice.

#### **Retirements**

- If using vacation, only accrued vacation entitlement (no carry-over or borrowing) may be used in the time period leading up to retirement.

### **University Property**

Ensure all University property is returned prior to the last day of employment:

- Desk / Filing Cabinet Keys
- University Cell Phone
- Salto Access Card / Office and Building Keys - **collect all keys and return to Physical Plant**
- University Credit Card - **contact Accounts Payable ASAP to notify of resignation**
- University Files
- Laptop / IPAD

### **Systems Passwords**

Identify all internal and external systems the employee has access to and attain passwords and log-in information prior to their last day of employment, if needed. Example: email, voicemail, electronic files, external accounts.

### **Account Termination**

Visit the Technology Solutions Centre webpage to complete the online Account Termination Request Form: <http://techsolutions.uwinnipeg.ca/>

- Telephone/Voicemail
- Novell
- Outlook and Windows
- Colleague
- SIS, Star Rez (Legacy Apps)
- USL/FRx
- IO Account
- Cashier ID
- Equitrac Printing

### **Signing Authority/Authorization**

Update internal and external signing authorities or other authorizations as required.