

Employee Vacating Position Checklist

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This checklist outlines the steps that a manager should apply when an employee is vacating their position.

EMPLOYEE VACATING POSITION CHECKLIST Manager Checklist (FOR MANAGER WITH POSITION BEING VACATED) ACCEPT A PERMANENT POSITION WITHIN GOS OR RETURN TO PERMANENT POSITION WITHIN GOS IF EMPLOYEE OBTAINS A TERM POSITION, PLEASE SEE: DEFINITE LEAVE OF ABSENCE FOR TERM POSITION MANAGER CHECKLIST		
Upon learning of employee leaving position, complete the following portion of the checklist:		
Staff Planning/ Replacement	○ Please refer to the STAR website for information about the staffing process. Your HR Consultant is also available for support.	<input type="checkbox"/>
Timecards	○ Ensure all timecards have been entered by having the Timekeeper run the Timekeeper Warning Report. If all timecards have not been entered, request that employee submit additional timecards for processing.	<input type="checkbox"/>
Outstanding Debts	○ Check with Financial Branch to verify if there are any outstanding debts: <ul style="list-style-type: none"> • Accountable Advance • Education Advance • Petty Cash Advance • Relocation Expense • Travel Advance * If there are any outstanding debts, indicate details on Termination Notification Form. See Timecard/ Termination Notification Form section below.	<input type="checkbox"/>
Work Transition	○ Obtain a summary of project work, process documentation, location of files (physical and electronic), and any other items related to the transfer of knowledge. ○ Advise employee to transfer any electronic work files from personal drive to Ministry shared drive or disc (if applicable). ○ Obtain passwords pertaining to accessing telephone messages and computer files. ○ Develop a transition plan for departing employee's workload. This should include timelines and an outline of temporary job and training responsibilities.	<input type="checkbox"/>
Prior to employee's last day, complete the following portion of the checklist:		
Government Property	○ Collect all government property not needed for new position or if moving to a different work location, including but not limited to: <ul style="list-style-type: none"> • Security / Access Card • Cell Phone / Blackberry / Pager • ID Card • Transit Pass (Regina only) / Parking Pass • Calling Card(s) • Credit Card(s) / Purchasing Card* • Keys / Uniform • Computer / Office Equipment ○ * If employee is an authorized purchaser, contact suppliers and vendors to remove employee as authorized purchaser.	<input type="checkbox"/>
Government Systems	○ Advise employee to record final voicemail greeting with phone number of contact person. ○ Complete Service Request form and send to ITO to request access be disconnected from specific applications that will not be required in new position, for example, One Client Service Model (OCSM), Multi-Informational Database Applications (MIDAS). ○ Provide updates as appropriate: <ul style="list-style-type: none"> • Distribution Lists(internal) • Telephone Records /Government Directory (Corporate Services) • Organization Charts(Business Partner Team) • Email Groups (admin support) • Signing Authorities(Financial/Corp Services) • Scheduling Lists (internal) ○ Record passwords pertaining to accessing telephone messages and computer files (if applicable).	<input type="checkbox"/>
Communication	○ Inform employee that HRSC will be calculating any applicable payments or collections. ○ Inform Timekeeper of employee vacating position. ○ Communicate work transition plan to co-workers and any other stakeholder(s).	<input type="checkbox"/>
Timecards/ Termination Notification Form	○ Complete Section B of the Termination Notification Form and forward to HRSC. ○ Ensure supplementary pay requests are submitted to HRSC (e.g. TAHD).	<input type="checkbox"/>