Voluntary End of Employment Manager Checklist

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

VOLUNTARY TERMINATION CHECKLIST (RESIGNATION)		
Manager Checklist		
Upon learning of termination, complete the following portion of the checklist:		
Notification	o Ensure employee has submitted a Letter of Resignation with the effective date in writing. o Advise employee in writing of employer acceptance of termination. o Send copy of Letter of Resignation to HR Service Centre. * Note: If employee is > or = age 50, please verify if employee is resigning or retiring, as this impacts benefit options. If retiring, see Retirement Checklist.	☐
Entitlements	o Advise employee that annual entitlements are earned and will be pro-rated for the fiscal year to last day paid. Any negative entitlement or other bank balances (e.g. time in lieu) will be processed in accordance with the Salary Overpayment and Recovery Guidelines.	☐
Timecards	o Ensure all timecards have been entered by running the Timecard Inquiry Report. If all timecards have not been entered, request employee to submit missing timecards for approval. o If there are any future dated timecards please have employee delete them. o Ensure employee timecard delegate status is terminated (contact Ministry Administrator for assistance when applicable)	☐

Outstanding Debts	o Check with Financial Branch to verify if there are any outstanding debts:
	
	   • Accountable Advance • Education Advance • Petty Cash Advance
	   • Relocation Expense • Travel Advance
	
	 * Indicate debt details on Termination Notification form. See Timecard / Termination form section below.
		☐

Government Systems	o Five days prior to termination, submit a request to remove computer access including specific applications [i.e. One Client Service Model (OCSM), remote access (i.e. VPN, Connectra, etc.), mailboxes, linkin, etc.].
	o Send request to remove MIDAS access to your MIDAS ministry approver prior to the employee's last day of employment:
	    o MIDAS Financials Access to your Financial/Corporate Services Branch
	    o MIDAS HR/Payroll to your Business Partner Team
	    o MIDAS Timekeeping Administrator to PSCMIDAS-MHD@gov.sk.ca
	o Advise employee to remove all applications from home computer that were obtained through the Employer/Microsoft agreement.
	o Provide updates to appropriate coordinator:
	
	   • Distribution Lists (internal) • Email Groups (admin support)
	   • Telephone Records / Government Directory (Corporate Services) • Signing Authorities (Financial/ Corp Services)
	   • Organization Charts (HRST) • Scheduling Lists (internal)
	
	o Ensure that government landline phone calls are not forwarded to personal cell phones
	o Record passwords pertaining to accessing telephone messages and computer files.
	o Advise employee to record final voicemail greeting with phone number of contact person.
		☐

Staff Planning / Replacement	o Please refer to Taskroom for information about the staffing process. Your HR Business Partner is also available for support.	☐
Work Transition	o Obtain a summary of project work, process documentation, location of files (physical and electronic), and any other items related to the transfer of knowledge. o Advise employee to transfer any electronic work files from personal drive to Ministry shared drive or disc (if applicable). o Develop a transition plan for departing employee's workload. This should include timelines and an outline of temporary job and training responsibilities. o Communicate transition plan to co-workers and any other stakeholder(s).	☐
Prior to the employee's last day, complete the following:		
Timecards / Termination Notification Form	o Complete Termination Notification Form and send to HRSC. o Ensure supplementary pay requests are submitted to HRSC (e.g. TAHD). o Ensure all timecards have been completed and approved.	☐

Saskatchewan

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Government Property	○ Collection of government property may occur on the last day of employment or as appropriate, including but not limited to:
	
	  • Security / Access Card • Calling Card(s)
	  • Cell Phone / Blackberry / Pager • Credit Card(s) / Purchasing Card*
	  • ID Card • Keys / Uniform
	       • Office / Computer Equipment
	       • System Token
	
	  *If employee is an authorized purchaser, contact suppliers and vendors to remove employee as authorized purchaser.
		☐

HRSC / Plannera Employee Communication	○ Advise employee to contact HRSC if the employee has an address change for T4 purposes. ○ Advise employee that their final pay stub and entitlement report will be available in PSC Client. ○ Advise employee that Plannera will be contacting him/her regarding pension options. ○ Advise employee to contact the HRSC Benefit Services to discuss the conversion option for Group Life Insurance.	☐
Record of Employment (ROE)	○ Advise employee that the ROE will be sent electronically to Service Canada.	☐

Saskatchewan