



End of Employment - Employee Checklist

Questions? Contact HR @ 309-677-3223 or email @ buhr@bradley.edu

Please complete each task prior to the end of your employment:

- **Letter of Retirement/Resignation** **Date Sent** _____
 - Send to both your Supervisor and HR with end date
 - Email or written forms are acceptable
 - Retirement (2-3 months prior to end date)
 - Resignation (as soon as possible)
 - If you are retiring, connect with Benefits Administrator, Dayna Fico at dfico@bradley.edu or (309) 677-3224

- **Exit Interview** **Date Scheduled** _____
 - Email buhr@bradley.edu to schedule an exit interview
 - The appropriate HR personnel will reach out to schedule

- **Prepare for Transition (prior to last day)**
 - Markin Rec Center – Locker cleared, if applicable
 - Office/Department – Personal work area cleared
 - Financial Services – Reconcile any outstanding fees
 - Library – Return items, reconcile any outstanding fees
 - ADP – Update address/phone/email address, if necessary
 - Google Account – faculty and staff will lose access to their Bradley Google account (including Gmail, Drive, and other apps) after final day of employment
 - Work with your supervisor to transfer ownership of any university-related data (submit a ticket to the [IT Service Desk](#) if an entire drive needs to be reassigned)

- **Last Day of Employment**

The following items are required to complete on your last day of work

 - Keys – employee must personally return their own keys to MacMillan Hall
 - Laptop/iPad/all applicable chargers – employee must return IT items to the Help Desk at the Cullom-Davis Library
 - Desktop computer – call ext. 3044 to notify IT of departure for desktop computer processing
 - Bradley IDs (retirees may keep) and Parking Pass (if applicable)– return to HR
 - Return completed form with signatures to your Supervisor

Keys Personnel Signature: _____

IT Personnel Signature: _____