

Ideally, upon notification that an individual will be ending their employment with Bates, the supervisor or department head would complete the End of Employment Notification. It would be preferential for this form to be done as soon as the employee gives their notice, or at least some point in advance of their last day.

Notifying HR is a key component of someone ending their employment. Knowing ahead of time allows more time to organize all aspects of their departure.

## Employee Information

To begin – start by filling in the **First and Last name** of the individual this request is for.

Please notice that the form asks for the legal name of the individual! Banner does not allow searching by preferred name, and all HR/Payroll forms should have their legal name listed.

Supervisors are expected to provide the employee's **Bates ID**. Supervisors can access a list of their employees, along with their Bates ID#'s in Garnet Gateway, under Supervisor > My Employees

**New field: Last day of employment** should be the last day the employee was considered employed and could have been called upon to perform work.

**Last day of work** should be the last day the employee will (or did) physically work for Bates College.

**Reason for separation** is why you are initiating the form. Different situations call for different processes, selecting the correct reason allows us to act accordingly.

**Important:** Take advantage of the opportunity to **attach any supporting documents**, such as the employee's letter of resignation to provide to HR for the employee's file.

If the position is **grant funded** indicate "yes" for compliance in the grant office.

## Was this employee...

In hopes of having all the information needed in one place, we have updated the questions regarding supervisory roles.

If the answer to any of these questions is **yes**, you will be asked to name **who** will take over this responsibility in the employee's absence and **attach a list** of people the employee oversaw.

\*\* Please include names and Bates ID numbers in your attached list

\*\* HR does not need to know who approves timesheets in the Kronos system

## If this employee is...

While **retirees** do not keep their Bates emails, they are offered the opportunity to join the STAFF email list if a **personal email** is provided.

It is important for end of year documents to go to the correct place – if your employee mentions **moving**, please provide HR and Payroll with their new address.

## Access and Tech Information

\*\* Access ends at 7pm on the last day of employment \*\*

Due to updated policies, access to all Bates property, including to the network and Bates emails, will end at 7pm on the employee's last day of employment. Please read these items carefully.

## Additional Items

**New information** includes the finalization of credit card transactions and a reminder that college property should be recovered and returned to the proper department.

**Comments/Etc:** If you have further information to add, please do so here.

**Supervisor Signature:** Means you are done!!! Make sure to **verify your email** after submitting the form to ensure HR receives it and can begin processing your request.