Bates | HUMAN RESOURCES

End of Employment Checklist

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We've received notification that you've decided to end your employment with Bates College - we'll miss you!

The purpose of this checklist is to give you a guide to things to consider prior to separation, as well as assist the college in recovering any college property that may be in your possession.

It is helpful to review this checklist prior to your last day whenever possible. This is for your reference only; HR does not need a copy when you are done.

Action Items	
	All separating employees have the option to schedule an exit interview with a member of HR. Please be on the lookout for an email from Jessica Fournier at jfournier@bates.edu to take advantage of this opportunity.
	Please be on the look out from an email from the Payroll team, payroll@bates.edu, with information on finalizing timesheets and how your final paycheck(s) will be paid out.
	On your last day of employment, access to your Bates email will terminate at 7pm. You can contact the HelpDesk for assistance with transferring your email contents and/or ownership of Google Suite documents.
	On your last day of employment, access to Garnet Gateway will terminate at 7pm. Please ensure that you have downloaded any pay stubs, pay letters, or any other necessary documents from the portal. (Note: digital consent for tax forms will be removed and will be mailed to the address on file)
	If you are moving, please update our records via the "Profile" option on your employee dashboard in Garnet Gateway. (Video instructions available here) (Note: If you have benefits accounts, such as TIAA, you will need to update your address within those portals separately)
	If you are responsible for a **credit card**, all transactions in the JPM portal should be finalized and the card should be surrendered to the Finance department.
	If you are a benefit eligible employee, please contact our benefits department at benefits@bates.edu for the following: - regarding options for COBRA coverage - to end special deductions (such as dependent care) - any questions regarding your transition If you have a Health Savings Account, please **click here** to transfer your available balance to another eligible HSA.
	If you have any outstanding personal balances with the college (such as computer purchase agreements), contact the applicable department to discuss repayment.
	Prior to your last day, work with your supervisor to set up an out of office auto-reply and provide an alternative contact within your department.

Potential Property in Your Possession		
Rtnd?	Item	Return to
	Uniforms & department issued equipment	Your supervisor
	Keys & Bates IDs (including affiliate's IDs)	Access Control Office Located at: 245 College Street
	Library materials	Ladd Library Located at: 48 Campus Avenue
	Computers, Tablets, or any other tech equipment (a list of your ILS issued equipment can be found on your HelpDesk profile)	Leave on your desk – a HelpDesk team member will collect the items from there

Thank you for your dedication to making Bates College a great place to be and sharing part of your journey with us. Good luck with your future endeavors!

- *The HR team*