



Supervisor's

Departing Employee Checklist

Below, please review the items Supervisors are responsible for completing when they have an employee who is departing Macalester:

- Complete and submit the [Employee Status Form](#), including resignation letter to Employment Services.
- Approve final time sheet or leave report. Contact the Payroll Department for *non-exempt* time sheet questions and Employment Services for *exempt* leave report questions.
- If your employee supervises students or staff, let Employment Services know who will be taking on those supervisory duties, by sending an email to HR@macalester.edu, outlining the change in oversight, even if it is temporary.
- Collect all keys and return to [Facilities Services](#), prior to the employee leaving on their last day.
- Ensure that the departing employee has returned all computer and technology equipment to ITS in accordance with the [Exiting Employee Techlist](#).
- Confirm that the departing employee has returned all books and borrowed materials to the [library](#).
- Collect, cut in half and return the departing employees Pcard (if applicable) to the [Pcard Administrator](#) in Business Services.
- Collect and return any other college property to the appropriate department.
- Direct the employee to the Employment Services website to find our comprehensive Departure Checklist for Employees.

Contact Information

Employment Services: HR@macalester.edu

Payroll Department: payroll@macalester.edu

EMPLOYMENT SERVICES

1600 Grand Avenue
Saint Paul, Minnesota 55105-1899

651-696-6280
macalester.edu/hr