



## End of Employment - Employee Checklist

Questions? Contact HR @ 309-677-3223 or email @ [buhr@bradley.edu](mailto:buhr@bradley.edu)

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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](mailto:dfico@bradley.edu) or (309) 677-3224
  
- **Exit Interview** **Date Scheduled** \_\_\_\_\_
  - Email [buhr@bradley.edu](mailto: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
  
- **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: \_\_\_\_\_