The purpose of this checklist is to assist supervisors with important steps to be completed when a person’s employment with the District is ended. Please complete the following and return to the Human Resource Department’s Compensation Unit.

### INSTRUCTIONS:
Please ensure the following items are complete before the employee’s last day of employment:

- Submit the employee’s written resignation to the Human Resource Department immediately upon notification using the Resignation Form available on the HR Web site at: [http://hr.spps.org/forms](http://hr.spps.org/forms). The employee’s forwarding address should be included on the form.

- In the event that you are discharging an employee, please contact the Human Resource Department to ensure proper procedures are followed.

- Cancel or modify access to software applications, network access and email by contacting the Director of Educational Technology at (651) 603-4925.

- Deactivate or forward voicemail and cancel long distance service by contacting Facility Planning at (651) 767-3400.

- Remove the employee from the authorized signature list(s), where applicable.

- Ensure that District property has been returned:
  - Keys
  - Uniforms
  - Credit Cards
  - Computer
  - Cell Phone
  - Pagers
  - ID Badge
  - Resource Books or Materials
  - Other equipment or property belonging to Saint Paul Public Schools (e.g. Palm Pilots)

- Obtain the following before the last day of work.
  - Completed final timecard(s)
  - Voicemail and/or computer access codes

- Refer employee to the on-line Exit Interview at: [http://hr.spps.org/exit_interview.html](http://hr.spps.org/exit_interview.html) or if the employee prefers a face-to-face Exit Interview, please refer him/her to your Staffing Specialist.

### Employees

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Location</th>
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Supervisor Signature ______________________________ Date ____________________