



## Bridgewater State University Employee Resignation Checklist

This checklist is a guide for employees about the procedures to follow prior to your departure from Bridgewater State University. If you have any questions, contact the Office of Human Resources Generalist at 508-531-6126.

### Check all that apply:

\_\_\_\_\_ Faculty members: Write a letter to the President stating the effective date of your resignation, and send signed copies to your department head and to the Office of Human Resources.

\_\_\_\_\_ Staff members: Write a letter to your supervisor stating the effective date of your resignation, and send a signed copy to the Office of Human Resources.

\_\_\_\_\_ Contact the Benefits Administrator in the Office of Human Resources at 508-531-1220 to schedule a meeting if you wish to discuss your benefits.

\_\_\_\_\_ Complete the confidential online Exit Interview administered by the Office of Human Resources Generalist. You will receive an email prior to your departure which will give you access to this online interview. If you prefer to have an interview in person, you may schedule a time with Allison Pickup x6126.

\_\_\_\_\_ Check with your supervisor about completing the Supervisor Checklist for Employee Separation.

### Important Information:

- Return your BSU CONNECT card to the Office of Human Resources. Your card will become inactive on your termination date.
- If you have monetary funds greater than \$20.00 on your BSU CONNECT card, you may request these funds by contacting the CONNECT Card Office.
- Other than retirees, your BSU email account will become inactive on your termination date. If you need an extension for email access beyond your termination date, your supervisor must send their approval to the Office of Human Resources.
- Remember to pay any outstanding tuition charges. Tuition benefits for future semesters may be revoked if previously approved.