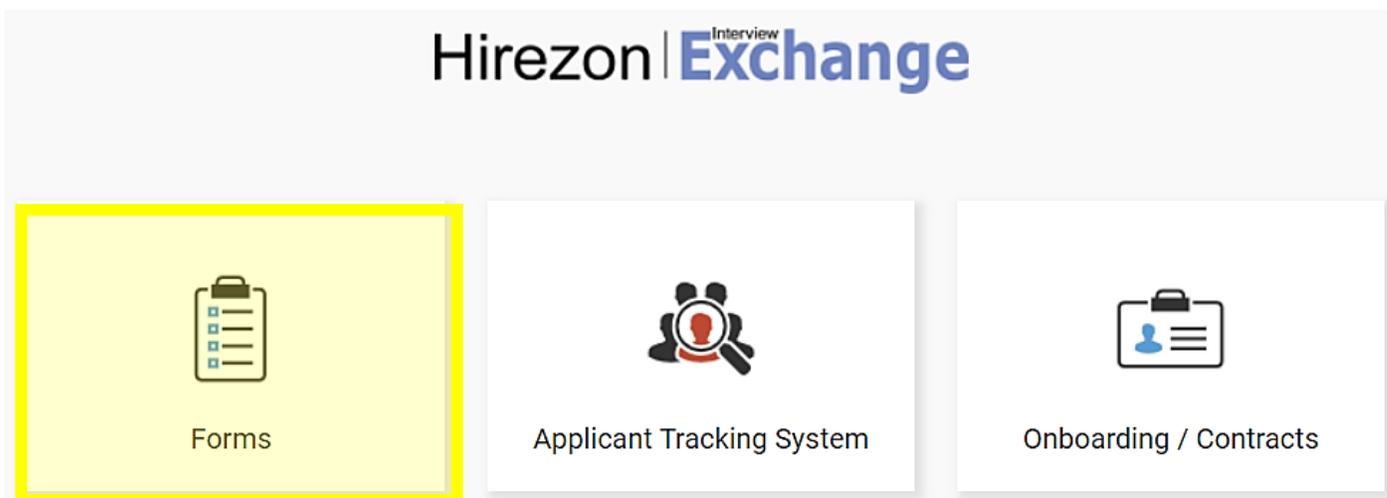


Step-by-Step Guide for Exit Form

The Exit Form is a crucial tool for simplifying the transition and departure process for all College employees, regardless of their role or employment status. It covers a wide range of departure reasons, including internal transfers, resignations, retirements, assignment completions, and terminations. Supervisors and managers are obligated to complete this form, incorporating any resignation notices or emails from departing employees. This form efficiently eliminates the need for manual forwarding of emails to HR and ensures prompt notifications to various departments, ensuring a seamless transition. Utilize the [Exit Checklist](#) to guide managers, employees, and HR through the departure process.

1. After signing into [Interview Exchange](#), click on the Interview Exchange Forms Module:



2. This screen is called your “Dashboard”. This is where you will see all forms that you’ve completed or are still pending. Click on **“Start New Form”**

156 All forms 0 Created by me 1 Assigned to me
Guest Reviews

[+ Start New Form](#)

In Progress

Actions	ID	Title/Name	Originator	Template	%	Status	Updated
	181567	Engineering Faculty	Marie Tupaj	Hiring Request Form	66	In-Progress	09/29/2023
	181090	Biotechnology Faculty	Marie Tupaj	Hiring Request Form	66	In-Progress	09/29/2023
	183206	Adult Learning Center Instructors	Katherine Innis	Hiring Request Form	66	In-Progress	09/29/2023
	183277	Cardinal Coaching Hours Aug/Sept 2023	Teresa S Medina	Stipend Request Form	50	In-Progress	09/29/2023
	182589	Principal Manager of IT Infrastructure	Pramod Bhardwaj	Hiring Request Form	66	In-Progress	09/29/2023
	169525	Evening Cleaner/Laborer (4 Vacancies)	Christopher P French	Hiring Request Form	66	In-Progress	09/29/2023
	183552	CJ FA 23 Chair Duties	Kristen M McBride-Silv	Stipend Request Form	0	In-Progress	09/29/2023
	181251	Cultural Competency 8-28-23 3	Yatsen Paak	Stipend Request Form	33	In-Progress	09/29/2023
	181564	Fall 23 ENG Meeting	Wendy M Khadjikian	Stipend Request Form	83	In-Progress	09/29/2023
	183440	Thomas Aslamah	Herbert f Morande	Employee-Exit/Termination F	0	In-Progress	09/29/2023

1 to 10 of 156 Records Page 1

Filters

Department:

Form: or

Originator:

Assignee:

Template:

Additional: (Keyword)

Between: and

Reports

3. The next screen is the “Start New Form” screen.
 - a. You will be required to select the correct department from the **Department** dropdown list
 - b. Select the corresponding category from the **Category (Recruitment)** drop down.
 - c. Select the required template from the **Template (Hiring Request)** drop down. Once the template is selected, you can preview the template by clicking the magnifying glass icon.
 - d. Enter a Position Title/Name in the **Title/Name** field.
 - e. Click **Create Form**.

Start New Form

Department:

Category:

Template:

Title/Name: 

OR Use Job Template Library

Create Form

4. After you click on “Create Form” you will be directed to the following page to complete a series of tasks. Click on **“Hiring Request Form”**.

 Employee-Exit/Termination  Task Routing  Actions

 Jake R Donovan

Employee-Exit/Termination
 Employee-Exit/Termination Form

Upload resignation notice/letter here:

No file chosen

[Save](#)

Discussions  

[Start New Discussion](#)

Send for Next Action

5. Complete the necessary details in the designated fields concerning the departing employee. The immediate supervisor or manager should provide information in all sections except for "HR Office Use," "Information Technology Use," and "Benefits Information." **Please note that fields highlighted in **YELLOW** are mandatory.**

Employee-Exit/Termination Form

EMPLOYEE INFORMATION (DEPT/SUPERVISOR)

*Student Employee: --Select--		Reason for Termination: --Select--	
*Employee Name: <input type="text"/>		Employee A #: <input type="text"/>	
*MCC User Name: <input type="text"/>		*HRCMS #: <input type="text"/>	
Position/Title: <input type="text"/>		Index: <input type="text"/>	
Organization: <input type="text"/>		Banner Position #: <input type="text"/>	
Personal Email Address: <input type="text"/>		*Last Day at Work: <input type="text"/>	
If applicable, did the employee notify you of the resignation? --Select--		If yes, how was the notification submitted? (Written, Verbal, Email, Other) <input type="text"/>	
*Employee's Phone Extension: <input type="text"/>		*IT may reclaim the phone extension: (Note: If no, phone extension will be declared vacant) --Select--	
*Does employee have a college issued cell phone? --Select--		If yes, provide cell phone number: <input type="text"/>	
*Will the employee continue to work at the college in a different capacity? --Select--	If yes, what is the role the employee will be working in? --Select--		*If yes, provide the department that the employee will continue to work in at the College: <input type="text"/>

Notes/ Comments:

6. Continue to complete the form, noting all items that were returned and received from the departing employee.
Please note that fields highlighted in **YELLOW are mandatory.**

Collected the following items (TO BE COMPLETED BY SUPERVISOR)

Employee returned the following keys:

- Keys for office
- Building
- Desk
- Parking Access Card
- Other

*Did Employee return the Apple TV?

--Select--

*Did Employee return the Cell Phone?

--Select--

*Did Employee return the Printer?

--Select--

*Did Employee return the Desktop?

--Select--

*Did Employee return the iPad?

--Select--

*Did Employee return the Laptop?

--Select--

*Did Employee return the Monitor?

--Select--

*Did Employee return the Scanner?

--Select--

*If Employee returned Other Items not outlined above, please specify these items here: (Type N/A if not applicable)

*Submit Service Desk Ticket to IT for Return of Equipment ?

--Select--

7. Once the form has been completed click on **Save & Submit**.

Information Technology Use (TO BE COMPLETED BY IT)

Please select:

- Removed employee's name from e-mail group distribution lists; internal/office phone list; directories. disabled computer/network access.
- Disabled phone extension. Disabled voicemail. Equipment received from Supervisor Banner Access Other

If other selected, specific here:

HR Office Use

Terminated employee in Banner

Benefits Information

Exit Interview Date:

Date to Term Health & Life:

Date Last Paycheck:

Save & Submit

8. You will then be prompted to view the information you submitted on the form. You can click **“Edit”** if you would like to make changes. Otherwise, click **“Continue”**

Employee-Exit/Termination Form


MIDDLESEX
 Community College

Employee-Exit/Termination Form

EMPLOYEE INFORMATION (DEPT/SUPERVISOR)

Student Employee: Yes	Reason for Termination:
Employee Name: First and Last Name	Employee A #:
MCC User Name: ID	HRCMS #: HRCMS
Position/Title:	Index:
Organization:	Banner Position #:
Personal Email Address:	Last Day at Work: 10/02/2023
If applicable, did the employee notify you of the resignation?	If yes, how was the notification submitted? (Written, Verbal, Email, Other)
Employee's Phone Extension: 1234	IT may reclaim the phone extension: (Note: If no, phone extension will be declared vacant)
Does employee have a college issued cell phone?	No
Edit	Continue

9. Your screen should now indicate a small check mark in front of the **“Employee-Exit/Termination Form”** to indicate that you've completed this task.

Employee-Exit/Termination
Task Routing Actions

* Employee-Exit/Termination
 Employee-Exit/Termination Form

Upload resignation notice/letter here:
 No file chosen

Discussions C X

[Start New Discussion](#)

10. Now click on “**Choose File**” to upload any resignation notice, letter, or email that was submitted by the employee. If there is no resignation notice to submit move on to step #12 below.

Employee-Exit/Termination Task Routing Actions

Jake R Donovan

* Employee-Exit/Termination
Employee-Exit/Termination Form

Upload resignation notice/letter here:

Choose File No file chosen

Optional File comment (description, etc.)

Save

Discussions C X

Start New Discussion

Send for Next Action

11. Your next step will be to generate the Task Routing process so all parties involved may be notified about the employee’s exit from the College. Click on “**Task Routing**” to begin this process.

Employee-Exit/Termination **Task Routing** Actions

Jake R Donovan

* Employee-Exit/Termination
Employee-Exit/Termination Form

Upload resignation notice/letter here:

Choose File No file chosen

Optional File comment (description, etc.)

Save

Discussions C X

Start New Discussion

Send for Next Action

12. Certain people in the task routing screen are prepopulated. On the Exit/Termination Form, the only party that is not prepopulated is the “**Department Supervisor/Manager**”. If you are the Department Supervisor/Manager you will need to enter your own name in this field and approve the form in order for it to proceed to the next person in the task routing. Click on the Edit Routing User Icon (highlighted below) alongside the Department Supervisor/Manager to enter a name for this field.

Task Routing ✕			
Approver Title	User	Status	Actions
Department Supervisor/Manager			
Human Resources	Idania Coa Cepeda	Not Initiated	
	Lauren B Hutchinson	Not Initiated	
Information Technology	Kevin Doherty	Not Initiated	
Purchasing and Procurement	Christina A Kelley	Not Initiated	
Enrollment	Scott W ONeil	Not Initiated	
Finance	Jackson Chege	Not Initiated	
Library Services	Tracy Joyce	Not Initiated	
	Kimberly Robbins	Not Initiated	
Human Resources	Lauren B Hutchinson	Not Initiated	
	Kathy DiRienzo	Not Initiated	
Information Technology	Chhun Ly	Not Initiated	

Note: Task is enabled for routing users to be optional.

[Show Add/Edit Routing](#)

[Show Routing History](#)

13. Enter the Department Supervisor/Manager into the **“User”** field. As you type this person’s name, the system will recognize people with accounts in the system and will prepopulate the field. You may search by the first or last name. Click **“Saving Routing”** once you have entered the field.

Task Routing ✕

Purchasing and Procurement	Christina A Kelley	Not Initiated	   
Enrollment	Scott W ONeil	Not Initiated	   
Finance	Jackson Chege	Not Initiated	   
Library Services	Tracy Joyce	Not Initiated	   
	Kimberly Robbins	Not Initiated	
Human Resources	Lauren B Hutchinson	Not Initiated	   
	Kathy DiRienzo	Not Initiated	
Information Technology	Chhun Ly	Not Initiated	   

Note: Task is enabled for routing users to be optional.

[Show Add/Edit Routing](#)

Approver Title: ? User: Permission: ?

Department Supervisor/Manager  

Instructions (optional)

Save Routing Cancel

[Show Routing History](#)

14. Next, you will need to click on **“Send for Next Action”**. This will allow for each person in the task routing field to review the Exit/Termination Form and approve/deny/edit it. Each person in the task routing field receives an email notification when it is their turn to review the form.

Employee-Exit/Termination Task Routing ⋮ Actions

Jake R Donovan

* Employee-Exit/Termination
✔ Employee-Exit/Termination Form

Upload resignation notice/letter here:

Choose File No file chosen

Optional File comment (description, etc.)

[Save](#)

Discussions 🔄 ✕

Start New Discussion

Send for Next Action

NOTE: If you are one of the approvers in the Task Routing of the form, please review the Interview Exchange Step-by-Step Guide for Task Routers.