

**Policy and Procedure
for
School of Medicine
New Hire Checklist
Termination Checklist**

SOM New Hire and Termination Checklists

- (1) SPA New Hire checklist
- (2) EPA and EPA non-faculty New Hire checklist
- (3) Employee Termination checklist

Instructions on the use of each checklist, directed to the Human Resources Facilitators, appear on page two of each form.

Minimum, Mandatory Set

The checklists are a minimum, mandatory set. Departments, centers and other operating units may add to the checklists to meet unit-specific operating needs.

Responsible Persons

The unit's Human Resources Facilitator(s) is/are responsible (with the assistance of the unit's administrative manager, as needed) for assuring timely completion of the checklists as noted below, but the employee and the employee's supervisor also have key, mandatory responsibilities as shown on the checklists and their respective instruction narratives.

Deadlines

The **SOM New Hire Checklist** must be completed within the first thirty days of employment.

The **SOM Termination Checklist** must be completed by the employee's last working day. The HR facilitator should begin working to complete the form within thirty days of the employee's planned departure date or as soon as a departure date is known. Special care must be given to the check boxes dealing with terminating all e-mail and other computer access as these are subject to federal and state laws and regulations.

Filing

The SOM New Hire and Termination checklists are kept in the employee's personnel file located in the unit.