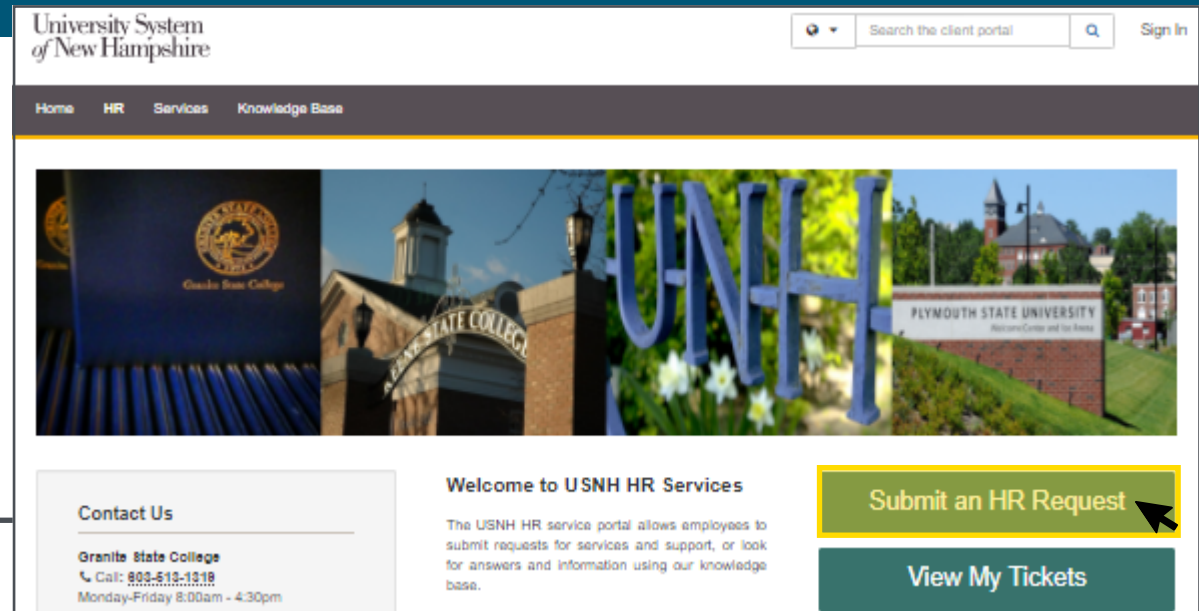


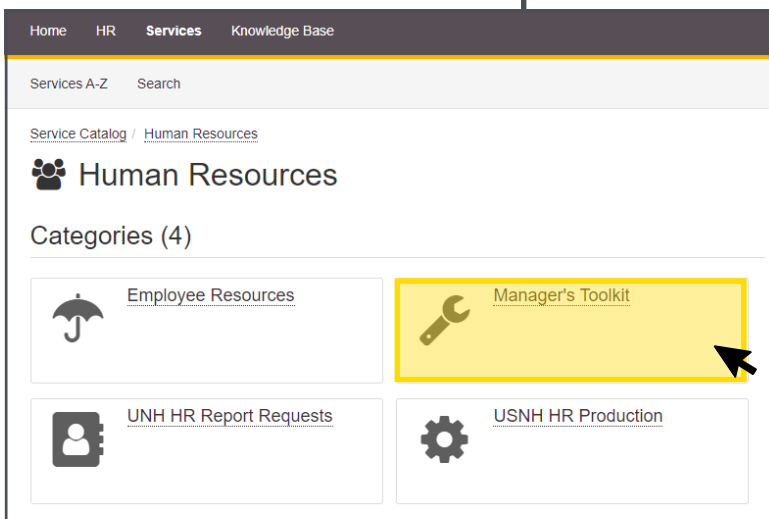
# EMPLOYEE EXIT

**Step 1.** When a staff member submits their written resignation, as the supervisor you'll need to take the following steps to initiate the off-boarding processes with Human Resources. Please also visit your [supervisor toolkit](#) for more information on your responsibilities when one of your staff members exits the University.

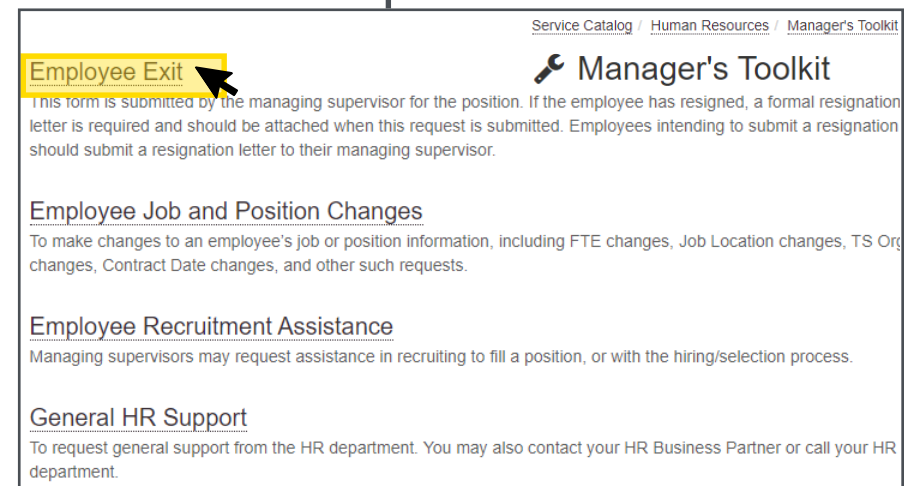
**Step 2.** Visit the [HR Web Page](#) and click "Submit an HR request"



**Step 3.** Click Manager's Toolkit



**Step 4.** Click Employee Exit



💡 bookmark the [Employee Exit](#) form for easy access

# EMPLOYEE EXIT

## Step 5. Click Submit a Request

[Service Catalog](#) / [Human Resources](#) / [Manager's Toolkit](#) / [Employee Exit](#)

### Employee Exit

This form is submitted by the managing supervisor for the position. If the employee has resigned, a formal resignation letter is required and should be attached when this request is submitted. Employees intending to submit a resignation should submit a resignation letter to their managing supervisor.

Submit a Request

Details

## Step 6. Fill out all required information

### Requestor Information

Requestor \* ⓘ

Start typing...

Requestor is required.

Requestor's Acct/Dept \* ⓘ

Start typing...

Requestor's Acct/Dept is required.

Requestor's Relationship to Employee ⓘ  
Supervisor

### Employee Information

Employee Name \*

Start typing...

Employee USNH ID

Institution \*

Start typing...

USNH Employment Status \*

Active

### Request Details

Request Title/Subject \* ⓘ

Separation Effective Date \*

Reason for Separation \*

Start typing...

Description \* ⓘ

Attach Formal Resignation Letter \* ⓘ

Browse...

No file chosen

Urgency ⓘ

Request

Step 7. Review all information and hit submit. Wait for an update from HR.

## RESIGNATION LETTER TIP

If you do not have a resignation letter please upload any documentation supporting the termination.