**Extra Help Separation Checklist for Managers**

**After an end date has been established for the Extra Help employee:**

* **1.** Advise the Extra Help employee that they need to make an Exit Interview appointment with Human Resources at least 5 days prior to the end date, if possible.
* **2.** Make sure all assignments assigned to the Extra Help employee have a due date, and/or have a plan in place for who will take over the assignments after the Extra Help employee’s end date.
* **3.** Communicate with department personnel about the Extra Help employee’s end date.
* **4.** Sign the Clearance Sheet (from HR), stating the Extra Help employee has turned in all office supplies, etc.
* **5.** Initiate the job end and/or separation transaction in HRFE.