Employee Status Form: Separating/Retiring Employee Phase 1: Complete Form Phase 2: Management/Admin Approval Phase 3: Administrative and Final Tasks Form sent to H.R. Manager Reviews, Updates H.R. Personnel (Rachel) H.R. H.R. Personnel Personnel (Rachel) sends monthly summary (Rachel) Completes Tasks to I.T.: Tech Support Status, and Submits (See Item: B2) Admin Representative (Bethany) Informed Form sent to Form sent to Assistant Manager Is the submitter (See Item: B4) Admin Reviews, Assistant Manager or Manager's H.R. Manager Fills Out Form Updates Status, or Manager Reviews an Assistant Admin for Manager for (See Item: B1) and Submits Manager? and Submits approva1 approva1 Exit Survey Sent to Employee (Automated) YES Manager Reviews, Form sent to Manager for Updates Status, Next Steps Management Collects approva1 and Submits Emailed to Keys and Badge from Manager Employee (See Item: B3) Employee Information and I.T.: Tech Support Requests Emailed to Completes I.T. Tech Support Tasks (See Item: B5) Employee Information and Requests Emailed Individual to İndividual Departments Complete Tasks Departments (See Items: B6 – B12)