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# Employment separation checklist

This checklist is designed to guide you through the process when you resign or retire from Deloitte LLP or any of its subsidiaries (collectively the “Deloitte U.S. Firms”).

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| **Your Certification of Compliance, Separation Memorandum and Exit Checklist** | |
| Carefully review the attached Certificate of Compliance and Separation Memorandum as it contains important information regarding your internship or summer scholar assignment end from Deloitte.  **Follow the instructions outlined on the “Immediate Action Required” email. Print out a copy for your Separation Memo for your records.** | □ |
| **Your Obligations to Return Computer and Software Equipment** | |
| Prepare to turn in your Deloitte laptop. **Ensure all client data that currently exists on the computer has been copied or transferred to appropriate individual(s). Ensure all client data on the network has been moved to an appropriate location and any responsible parties have been notified of its location.** Any additional items should be moved to the “My Documents” folder.   1. Perform a back-up of your computer. If you need assistance with this, contact Technology Services or ***copy*** this link [**https://deloittenet.deloitte.com/WT/Tech/Software/Pages/ConnectedBackupPC.aspx**](https://deloittenet.deloitte.com/WT/Tech/Software/Pages/ConnectedBackupPC.aspx). 2. It is your responsibility as a resigning employee to identify all **personal information** from your laptop **PRIOR TO** turning in your equipment. You are prohibited from taking any client or Deloitte confidential information off your equipment.  You may contact **US Data Removal Request (US)** [usdataremovalrequest@deloitte.com](mailto:usdataremovalrequest@deloitte.com) for assistance with your **personal files**.  Depending on the amount of personal files, data transfer could take hours to vet and move especially if you have media files (music, photos, videos); therefore, be selective in the personal files you wish to take.    Once you have **returned your laptop**, it may NOT be possible for the local technology team to retrieve your personal information due to legal policies. | □  □  □ |
| Provide ITS all access passwords on office PCs and other equipment. | □ |
| Return all of the following items to your local IT Walk Up window:   * Laptop, power cord, cable lock and key, network cable, computer bag * USB Flash drive, portable hard drives, computer discs, tapes * Any other IT-related equipment or accessories (ex. PDA, air card, numeric keypad, headset, etc.)   **If you will be returning the above items to another office other than your home office – please notify your local ITS group.**  **Record of Return: The ITS team will provide you with a confirmation number. Keep that number for your records.** | □  □  □ |
| **Understanding What Data You Can Take With You** | |
| Upon your separation from Deloitte, you must return any and all Confidential Information in accordance with APR 223 (Confidential Information and Other Vital Business Interests) and the *Agreement on Confidentiality and Other Vital Business Interests* (“Agreement”), which you agreed to when you began your internship. Please remember that, pursuant to APR 223 and your Agreement, Confidential Information includes any information about Deloitte and its clients that is not known to the public, ***regardless of whether or not you used or created it during your internship.***    \*Generally, Confidential Information is information not known to the public that relates to our business or that we receive in the course of business from our clients, our personnel, or other third parties. This information can be in any format, for example, in an email, in a Word document, in Power Point, in a printed copy, and so on. For a complete definition of Confidential Information, please refer to your *Agreement on Confidentiality and Other Vital Business Interests* and APR 223*.* If you have questions about whether you are permitted to keep a specific type of information, please consult with your manager. | □ |
| **Your Obligation to Return Client Work Papers belonging to the Deloitte U.S. Firms and Their Clients** | |
| You will receive an e-mail from Records Management listing those official records currently checked out in your name in the Deloitte Records Management System (DRMS).  It is **critical** that you return all such records to Central Files. The Records Management Services (RMS) organization wants to remind you of the following steps to be taken prior to your departure from Deloitte.  **Required Records Management steps to be completed prior to your separation:**   * If appropriate, transition your electronic archive management access in eDRMS 2, eDRMS for Audit (efA), eDRMS for Federal, or eDRMS Non-Client engagement to a fellow engagement team member. * Upload any electronic records you have to the appropriate eDRMS electronic archive. * Return all hard copy records checked out in DRMS in your name to your local office Central Files or reply to this message requesting reassignment of the records to another member of the engagement team. * If you are unable to locate the hard copy records currently checked out in your name, please contact the [National Records Management Asset Recovery](mailto:USNationalRecordsManagementFilesCheckedOut@DELOITTE.com) mailbox immediately.   Once your hard copy records have been reassigned/returned, your electronic records have been uploaded and access reassigned, Records Management will send you verification of the completed steps. During your separation discussion, you will be asked to verify that you have turned in your records.  **Official records are considered assets of the U.S. Firms and must be returned before you leave.**  All work-in-progress files (not checked out to you in DRMS) should be returned to Deloitte in accordance with directions you receive from your leadership.  **Approval process: You will receive an email confirmation by records management. Keep that email for your records.** | □ |
| **Expenses** | |
| **Destroy all corporate cards** (i.e., American Express, Verizon Conferencing card, P-Card) obtained through the Deloitte U.S. Firms. All U.S. Firms' corporate cards are canceled upon separation. ***IMPORTANT NOTE:*** If you are enrolled in a rewards program associated with your corporate charge card, write down the last four digits of the account number prior to destroying it and contact the vendor directly to make arrangements to disperse or transfer those rewards. Please remember that the corporate charge card balance is a personal liability and that any unpaid balance may cause the vendor to trigger a collections process that may impact your personal credit rating. Please make all your outstanding expense report submissions and you will be making payment for any non-reimbursable, personal allocation charges that have not been or will not be made through Direct Pay.    The American Express Membership Rewards program (1-800-297-3276) is not administered by the Deloitte U.S. Firms. Reward points will be forfeited if not redeemed within a short period subsequent to corporate charge card cancellation; directly contact the applicable card provider for details.  Perform a final reconciliation of your American Express account. The cardholder will need to reconcile their outstanding American Express balance (if any) against expenses submitted in DTE (or to be submitted in DTE) for charges that will be paid directly by Deloitte. Any remaining balances will be the responsibility of the cardholder. All personnel are individually responsible to pay in full each month by the due date all charges to the corporate charge card. This responsibility does not cease upon separation from Deloitte & Touche USA LLP and its subsidiaries. Confirm your address and contact information with American Express is correct. Final expense reimbursement payments are not released and paid until all expense envelopes are received and processed in Hermitage. Final expense reimbursements are typically received 4-6 weeks after your separation date provided there are no outstanding expense issues. If you have any questions regarding the final expense reimbursement process, please send an email to [**expensecompliance@deloitte.com**](mailto:expensecompliance@deloitte.com) or call 1-800-597-4742.  Any business-related expenses that are unable to be entered in DTE prior to your separation date (e.g. final wireless bills) should be entered on a manual expense form. Please fill the form out with your personnel number, the WBS element to charge, and the expense type and description. Don’t forget your current contact information. Send it back to Expense Compliance in Hermitage with the receipt documentation (i.e., AMEX statement, or phone bill, etc.). You can either fax it to 615-750-4044, or scan it and email it to [**expensecompliance@deloitte.com**](file:///C:\Users\lmoskowitz\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\H11L42NR\expensecompliance@deloitte.com), or you can mail it, **but NOT in a Deloitte expense envelope to:**  **Deloitte Services LP**  **ATTN: Will Gordy**  **Expense Compliance**  **4022 Sells Drive**  **Hermitage, TN 37076-2930**  **Please note: We will not reimburse expenses without proper receipt documentation.**  Prior to departure, update your address and personal email information on DeloitteNet in case any questions arise during our final review process. Additionally, updating this information ensures the manual reimbursement check is sent to the appropriate address, if applicable.    **Federal Timekeeping Requirements**  Submit final time report and outstanding expenses in [**DTE**](https://dte.deloitte.com/te/ExpenseSummary.aspx) prior to separation date.  Review your Total Time and Total Expense Approval dashboards and resolve all outstanding items. All unresolved rejections must be resolved prior to your separation date. | □  □  □  □ |
| **Return Keys / Access Cards / Parking Cards belonging to the Deloitte U.S. Firms or Their Clients** | |
| **Other Property** – Notify your local One Team/Workplace Services of your departure.   * Return all keys, badges, fobs or access cards for building/suite/office/desk/files/cabinets/equipment * Return all client access cards/badges to your Project Leadership * Ensure that your assigned workspace is cleared : Return all Firm or Client material to appropriate parties and remove all personal items * Assigned locker and/or file drawer is cleared: Return all Firm or Client material to appropriate parties and remove all personal items * Mailbox/folder is cleared: Firm or Client mail is given to the Mailroom with instructions. Any future Firm and Client mail should be directed to the appropriate parties per instructions. | □  □  □  □ |
| **Additional Steps** | |
| **Update your personal information** on the DeloitteNet ToD. This will ensure you receive your W2 for this calendar year and any benefits information such as 401K and pension. Usethis link [to **update your address**](https://talentondemand.deloittenet.deloitte.com/#!/my-information/overview/)before you depart. Also, remember to update your contact information with any business affiliations**.**  **After your last day, use this** [***link***](https://external.talentondemand.deloitte.com/registration/index) **to register for Talent on Demand for alumni. This will provide direct access to your pay statements and W2s and allow you to update your personal contact information. Save this link for future use.** | □ |
| If you have not provided a valid SSN to Deloitte, in order to have accurate W2 statements at year end, please submit a scanned copy of your valid SSN to the  US I-9 Support Center Mailbox (US)  <[**USI-9SupportCenterMailbox@DELOITTE.com**](mailto:USI-9SupportCenterMailbox@DELOITTE.com)**>** | □ |
| If you have feedback on any topic, including any concerns relating to ethics, independence, employee relations or any Deloitte U.S. firms’ policy. You can call or go to the website at the information listed below. **Integrity helpline:** 866-850-1485 or [**www.Integrityhelp.com**](http://www.Integrityhelp.com) | |