

SEPARATION PROCESS

TEAM MEMBER - WHAT STEPS DO I NEED TO TAKE?

WHAT DO I NEED TO DO?

- Notify your leader in writing of your last day
- If leaving HMH, submit a letter of resignation to your leader (email is acceptable). Appropriate notice to management for resignations/retirements must be submitted by the team member to the Leader in writing at least three (3) weeks in advance, or four (4) weeks in advance for registered nurses [[Team Member Separations and Rehire Policy](#)]
- Work with your leader on communication with colleagues
- Assist in your transition, if needed
- Validate or update your personal contact information in MyWay for future correspondence (ie, tax and benefit information, end-of-year tax forms).

Properly Store Your Documents in Google Drive

GOOGLE

My Drive Files	Copy relevant files to another team member's My Drive and/or Shared Drive
Shared Drives	Reassign ownership for Shared Drives to another team member
Recurring Meetings	Transfer ownership of any owned, recurring meetings to another team member

IMPORTANT: With Google, you must transfer ownership and not simply email links or share documents. [[Google Drive Instructions](#)] Prior to a team member's last day, DTS recommends that you move important Google Drive files (not just share a link) to a Team Shared Drive. Anything that is not appropriate for the whole team can go to your manager or another team member. You can share the files, provide editor access, and then transfer ownership. If you do not transfer ownership, the files will continue to belong to the departing team member. Files will be deleted 6 months after your termination date.

Understand Your Health and Retirement Benefits *

BENEFIT AND RETIREMENT INFORMATION

Note that health coverage will end on the last day of the month that you terminate employment. You will be offered a continuation of benefits through COBRA; a packet will be mailed to your home by COBRA provider, Baker Tilly. Baker Tilly representatives can be reached at 1-800-307-0230. Click here to access additional resources for former team members.

Please visit [INFORMATION FOR Separating and Retiring Team Members](#) to learn more about your health coverage, retirement benefits, and staying involved with HMH

* Not Applicable to Internal Transfers

ON YOUR LAST DAY

Update Your Phone, Email and Contact Information

To ensure that your contacts know how to continue their work with HMH, it is important to update or redirect your work phone and email.

CONTACT INFORMATION	Work with your leader to confirm where to transfer your phone and email.	
	Office Phone	Transfer line to another extension
	Voicemail	Change/reset voicemail message
	HMH Email*	Create an out of office message indicating your departure from HMH

* Not Applicable to Internal Transfers

Return Your Equipment

General Equipment: Please return the following equipment to your leader.

EQUIPMENT RETURN	ID Badge *	Master Key
	Name Tag	Desk Key
	Electronic ID	Security Uniforms with HMH Patch
	Keys (Fobs, Tokens, Company Vehicle, etc.)	Corporate Credit Card

* Not Applicable to Internal Transfers

Technology Equipment: Please return your HMH equipment upon separation of employment. Should a device be returned damaged or unusable, you will be responsible for any fees and cost in replacing the device.

TECHNOLOGY EQUIPMENT RETURN	<p>DTS equipment includes, but is not limited to:</p> <ul style="list-style-type: none">• Computer (Chromebook laptop, hardware purchased for home/remote office use, software purchased for home/remote office use)• Monitors• Docking Station• Headset• Keyboard / Mouse• HDMI Cable• HMH Cell Phone:<ul style="list-style-type: none">• All device(s) and power cables must be returned in good working condition. Ensure passcodes/passwords/accounts are removed.• Other
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Technology Equipment (cont.)

TECHNOLOGY EQUIPMENT RETURN (CONT)

HMH Facilities: Return all equipment to your leader, OR

Please ship all items via FedEx

- Pack all equipment in a padded FedEx box for return to HMH (can be requested through FedEx or office administrator).
- Submit ticket to MySupport requesting FedEx # to return equipment
- Ship items to:

HMH ITAM
ATTN: Cheyenne Milora
201 Meadow Road
Edison, NJ 08817

Please send the tracking number for all returned shipments to neel.patel2@hmhn.org.

AFTER YOUR LAST DAY

EXIT INTERVIEW*

- Be on the lookout for an Exit Interview administered through Qualtrics. The invite to participate in this Exit Interview will be sent to your personal/HMH email.
 - In-person Exit Interviews before your last day may be requested by reaching out to your local Human Resources team.
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FUTURE QUESTIONS

Please reach out to the Team Member Service Center by calling 551-996-2877 with any questions.

* Not Applicable to Internal Transfers

SEPARATION PROCESS

LEADER - SEPARATION FROM HMH

Follow the steps below to ensure that all steps are taken to properly separate a team member from employment.

WHAT DO I NEED TO DO?

- Forward the letter of resignation to Human Resources at HumanResources@hmhn.org
- Evaluate whether the position needs to be replaced
- Enter Termination in MyWay and process accordingly (see below)
- Work with your team member on communication with colleagues
- Create a plan to Transfer Google Documents and Emails

Update Access to Systems

UPDATE MYWAY	Process Separation	Enter the last day in MyWay and eligibility for Rehire. Last day should be the day after the last day worked.
	Direct Reports	Transfer any direct reports in MyWay-PeopleSoft to a new leader
	Schedule/Payroll Information	In the MyWay-PeopleSoft Payroll Module, update and remove schedule/payroll
IMPORTANT: Leaders must immediately enter all separations into MyWay-PeopleSoft Leader Self Service (LSS). Call the Team Member Service Center at 551-996-2877 to assist with the transaction or reference the How To Guide for Leaders at How to Terminate a Team Member / Alter a Termination		
UPDATE DTS / MY SUPPORT	Network Sign-On	Submit Ticket to MySupport to remove access to data center/shared drive
	Electronic Communication	Update PeopleSoft and submit ticket through MySupport to terminate HMH email address
	Access to EPIC, Email, and other HMH Facility systems will automatically be processed when the Team Member separation is processed in MyWay.	

Contractual Obligations

If your separating team member has a contract, first verify if the team member has any contractual obligations (i.e. clawback provisions) and review confidentiality clauses in the contract.

CONTRACTUAL

Reach out to your local HR Team for further clarification on contractual obligations.

Discuss with your local HR team prior to any action being taken. Involuntary terminations with cause and without cause will have different benefit and rehire consequences. Please refer to the [Team Member Separations and Rehire policy](#) for further guidance.

Collect and Process Equipment

Follow the steps below to ensure that all HMH equipment is properly returned, and information is properly transferred upon your separation.

EQUIPMENT RETURN

Item (if applicable)

Return to

ID Badge

Network Team Member: Jill Hodge
Site Team Member: Local Site Security

Name Tag

Shred

Electronic ID

Local HR

Keys (Fobs, Tokens, Company Vehicle, etc.)

Process according to department policies. Any questions, please contact your Local Site Security.

Master Key

Site Security

Desk Key

Leave in desk drawer

Security Uniforms with HMH Patch

Site Security

Corporate Credit Card

Frank Maciel, Accounts Payable

DTS Equipment

Phones and Laptop Computers should be returned to:

Local DTS Support team OR

Ship all items via FedEx

- Pack all equipment in a padded FedEx box for return to HMH (can be requested through FedEx or office administrator).
- Submit ticket to MySupport requesting FedEx # to return equipment
- Ship items to:

HMH ITAM
ATTN: Cheyenne Milora
201 Meadow Road
Edison, NJ 08817

Please send the tracking number for all returned shipments to neel.patel2@hmhn.org.

Properly Store Your Documents in Google Drive

GOOGLE

Within 30 days of separation, review Emails and Documents again to ensure they were transferred correctly.

IMPORTANT: With Google, you must transfer ownership and not simply email links or share documents [[Google Drive Instructions](#)].

If the team member's termination was sudden, the manager can submit a Service Request via ServiceNow to gain access to a mailbox or Drive files of a terminated employee. To complete the request:

State that you would like to have access to the individual user's email and Drive data, your title, your relationship to the user, and the business reason for this request. Please make sure to have all those pieces specified.

DTS will send this information for approval. Each case is reviewed by both DTS leadership and HR leadership individually.

If they approve the request, DTS can share the data with one person. The email is shared via delegation, and DTS will provide a copy of each file in the recipient's Google Drive.

This access will be given for the period requested, not to exceed six months from the date of termination, at which point in time the mailbox will be purged.

LEADER - INTERNAL TRANSFERS

Follow the steps below to ensure that all steps are taken to properly transfer a team member.

WHAT DO I NEED TO DO?

- Evaluate whether the position needs to be replaced
- Enter Request to Recruit and process accordingly (see below)
- Work with your team member on communication with colleagues
- Create a plan to Transfer Google Documents and Emails

Update Access to Systems

UPDATE MYWAY	Process Transfer	Transfers are processed through Talent Acquisition. No action is required by the leader.
	Request to Recruit	Enter Request to Recruit, if applicable.
	Direct Reports	Transfer any direct reports in MyWay-PeopleSoft to a new leader
	Schedule/Payroll Information	In the MyWay-PeopleSoft Payroll Module, update and remove schedule/payroll
IMPORTANT: Call the Team Member Service Center at 551-996-2877 to assist with the transaction or reference the How To Guide for Leaders at How to Terminate a Team Member / Alter a Termination		
UPDATE DTS / MY SUPPORT	Network Sign-On	Submit Ticket to MySupport to remove access to data center/shared drive
	Access to Department Systems	Submit Ticket to MySupport to remove access to systems, if applicable

Contractual Obligations

If your transferring team member has a contract, first verify if the team member has any contractual obligations (i.e. clawback provisions) and review confidentiality clauses in the contract.

CONTRACTUAL

Reach out to your local HR Team for further clarification on contractual obligations. Discuss with your local HR team prior to any action being taken.

Collect and Process Equipment

Follow the steps below to ensure that all HMH equipment is properly returned, and information is properly transferred upon your separation.

EQUIPMENT RETURN	Item (if applicable)	Return to
	Electronic ID	Local HR
	Keys (Fobs, Tokens, Company Vehicle, etc.)	Process according to department policies. Any questions, please contact your Local Site Security
	Master Key	Site Security
	Desk Key	Leave in desk drawer
	Security Uniforms with HMH Patch	Site Security
	Corporate Credit Card	Frank Maciel, Accounts Payable
	DTS Equipment	Phones and Laptop Computers should be returned to:
	Local DTS Support team OR Please ship all items via FedEx <ul style="list-style-type: none">● Pack all equipment in a padded FedEx box for return to HMH (can be requested through FedEx or office administrator).● Submit ticket to MySupport requesting FedEx # to return equipment● Ship items to: HMH ITAM ATTN: Cheyenne Milora 201 Meadow Road Edison, NJ 08817 Please send the tracking number for all returned shipments to neel.patel2@hmn.org .	

Properly Store Your Documents in Google Drive

WHAT DO I NEED TO DO?	Review Emails and Documents to ensure they were transferred correctly. IMPORTANT: With Google, you must transfer ownership and not simply email links or share documents [Google Drive Instructions].
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