FULL TIME
Employee Offboarding Responsibilities

Use the following checklist for an employee offboarding process:

Upon Notice of Departure Date:

☐ Submit resignation letter to supervisor

☐ Contact Benefits Coordinator in Human Resources to set up an appointment for your last day of employment to discuss the following:
- Continuation of life insurance
- Continuation health insurance under COBRA
- Employment verification process for future references
- Vacation pay out (if applicable)
- Retirement (if applicable)
- Change of address (if applicable)

☐ Access the following forms to complete:
- **Project Status Report**
- **Knowledge Transfer form**

Two Weeks in Advance of Departure Date:

☐ Settle outstanding balances due on all accounts (e.g., cash advances, petty cash accounts, pending reimbursements, parking or library fines, etc.) NOTE: Outstanding accounts must be settled (or arrangements to do so) with the Business Office prior to departure. Failure to do so will result in a delay on your last paycheck.

☐ Meet with your supervisor, to discuss the following:
- Project Status Report
- Knowledge Transfer form

☐ If in a supervisory role, ensure that all important unit documentation is preserved and organized on the departmental shared drive for the in-coming supervisor. For example, this would include but is not limited to: budgetary records, HR reviews (evaluations, correspondence, etc.), letter and/or emails containing resource commitments; unit strategic plans, etc. (Contact Human Resources for questions and/or additional information.)

One Week in Advance of Departure Date:

☐ Print any W-2's and earning statements from Goldlink. NOTE: Goldlink will no longer be accessible after the last day of employment.

☐ Return paper documents containing university data and/or materials (i.e. textbooks, literature, research materials, etc.) to supervisor

☐ Migrate, uninstall, and/or delete electronic documents containing university data and licensed software from personally owned computers, mobile devices, cloud storage, and storage media (e.g. flash drives, etc.)

☐ Submit timesheet and/or absences

☐ Complete Employee Exit Survey

Last Day of Employment:

☐ Remove all personal items from offices or lockers

☐ Return all Technology services equipment (i.e. laptop, cellphone; NOTE: This does not include desktop computers) to Technology Services

☐ Meet with the Benefits Coordinator in Human Resources and bring the following items with you:
  - All University keys/key Cards
  - University ID
  - University credit card or travel cards
  - All other university owned equipment/materials that has not been returned
  - The completed Employee **Offboarding Responsibilities Checklist** (this form)