



PART 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 (if applicable)
 - Continuation health insurance under COBRA (if applicable)
 - Employment verification process for future references
 - Vacation pay out (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

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)