



# SUPERVISOR

## Employee Offboarding Responsibilities

*Use the following checklist for an employee offboarding process:*

### Upon Notice of Departure Date:

- Obtain resignation letter from the employee
- Provide a copy of the employee's resignation letter to Human Resources; indicate employee's final date of employment
- Instruct the separating employee to access the **Employee Offboarding Responsibilities Checklist**, **Project Status Report** and **Knowledge Transfer Form**

### Two Weeks in Advance of Departure Date:

- Meet with employee to obtain and discuss the following:
  - **Project Status Report**
  - **Employee Knowledge Transfer Form**

### One Week in Advance of Departure Date:

- Meet with employee to obtain and discuss the following:
  - Submission of timesheet and/or absences (if applicable)
  - Paper documents containing university data and/or materials (i.e. textbooks, literature, research materials, etc.) have been returned to the department
  - Electronic documents containing university data and licensed software from personally owned computers, mobile devices, cloud storage, and storage media (e.g. flash drives, etc.) have been migrated, uninstalled, and/or deleted
  - Obtain all login information that requires a sign-in to access content (i.e. associations, protected files, federal or state software, etc.)

### On Employee Last Day:

- Verify the following:
  - Personal item from offices or lockers
  - Return of any other university property

### After Employee Last Day:

- Approve employee timesheet and/or absence forms (if applicable)
- Merge/purge employee information and submit to Human Resources to be stored in employee personnel file (if applicable)
- Verify removal of employee access to state or federal systems and signature authority over university accounts (if applicable)
- Contact Technology Services for the following:
  - Cancel all locally provisioned user access with including access to shared drives
  - Remove employee from phone, or, confirm that the number has been forwarded
  - Clear employee computer and reassign any university owned property
- Clear/change all passwords to departmental shared accounts, shared drives, google drives, etc.