

Employee Offboarding Checklist

1. Notification and Documentation

- ☐ Request formal resignation letter with final working date
- ☐ Confirm the employee's last working day in writing
- ☐ Notify the school/admin unit HR Representative and Central HR Talent Recruitment Specialist
- ☐ Document any outstanding obligations or deliverables
- ☐ Inform Talent Recruitment if the position will be refilled or share alternative plans for the role
- ☐ Plan for workload transition and knowledge transfer as applicable

2. Knowledge Transfer & Transition Planning

- ☐ Identify a point of contact for knowledge transfer
- ☐ Create a transition plan outlining key responsibilities and project statuses
- ☐ Ensure documentation of key processes and responsibilities
- ☐ Arrange meetings between the departing employee and their successor or team

3. Return of University Property

- ☐ ID badges and access cards
- ☐ Parking decal
- ☐ University-issued laptops, tablets, and mobile devices
- ☐ Office, storage area, and equipment keys
- ☐ Procurement cards and other university assets
- ☐ Ensure personal belongings are cleared from office/workspace

4. System Access Removal

- ☐ Request removal of system and network access (email, HR/payroll systems, databases, internal platforms)
- ☐ Deactivate OneCard and building access
- ☐ Coordinate with IT security for faculty/research staff where ongoing research or grants require adjustments

5. Final Pay & Benefits

- ☐ Ensure the final paycheck includes any applicable leave payouts
- ☐ Process expense reimbursements before departure, if applicable
- ☐ Contact Central HR Benefits Specialist or the school's payroll representative to coordinate payments

6. Updating Organizational Records

- ☐ Remove the departing employee from department directories and websites
- ☐ Update organizational charts to reflect staffing changes
- ☐ Provide stakeholder notifications about the transition
- ☐ If the position will be refilled, initiate recruitment with Central HR Talent Recruitment