

Offboarding Checklist

Employee Name:		Last Date of Employment:	
Position:		EMPLID:	
Dept Name:		DeptID:	
Supervisor Name and Phone #:			
√	Exiting Employee's Responsibilities	√	Supervisor's Responsibilities
	If this is a voluntary separation, submit a resignation letter to supervisor with your reason for resignation and last date of employment.		Work with employee to ensure all work and leave time is entered and approved in timesheet.
	Work with your supervisor to ensure all work and leave time is entered and approved in timesheet.		Contact Time and Labor for questions regarding leave balances at 855-868-4357.
	Return your Faculty/Staff ID Card and parking permit sticker to HSC Police Department .		Submit a termination ePAR for the employee as soon as possible. Upload a copy of the Termination Action Notice or resignation letter. (ProTip: The ePAR effective date is the next business day <u>after</u> the last day worked.)
	Return all issued keys to HSC Police Department (building, desk, files, vehicles, locker, etc.).		Arrange for employee to collect all personal belongings from their workspace.
	Return any HSC-issued property to your supervisor or Department Asset Coordinator, including laptops, tablets, thumb drives, medical equipment, wireless cards, phones, uniforms, etc.		Notify the HSC Accounts Administrator by email to remove employee access to email, shared drive, applications and systems on the last day worked or immediately, if appropriate.
	Return P-card and/or Travel Card to your supervisor. Ensure all transactions have been finalized and receipts are reconciled.		Obtain all HSC-issued property from employee. Notify your Department Asset Coordinator to update custodial owner of HSC-issued technology with Property Control .
	Assign delegates for approvals in EIS, if applicable.		Assign delegates for approvals in EIS, if applicable.
	Update your personal contact information (mailing address, phone, etc.) in the Employee Portal .		Obtain P-card and/or Travel Card. Notify Purchasing and Travel of employee's departure.
	Set an out of office message in your voicemail, Outlook and Teams with appropriate departmental contact information, if applicable.		Submit ticket in ServiceNow to assign forwarding of email and shared drive access to designated department contact after employee leaves, if needed. "Permissions to Access Another User's Email or OneDrive Account"
	Visit the Offboarding Resources page for additional HR information.		Notify the access granting department to export data or transfer rights for applications personally assigned such as Qualtrics, social media, WordPress, etc.
			Submit ticket in ServiceNow to reimage or refresh HSC-issued technology. "HSC Re-Format Request"
			Remove employee's information from department website, handouts, etc.

This form is designed to be used as a guide and should be retained at the department level.