



Supervisor/Manager Checklist for Offboarding Employees

Employee Information			
Employee Name:		Job Title:	
Supervisor:		Last Day Worked:	

Prior to employee's last day

- Inform HR department of the employee's resignation
- Prepare and submit an HRAF to terminate the employee, attach a resignation letter/email
- Connect with the department head regarding vacancy to determine the next steps
- Communicate with the employee regarding informing other necessary parties of departure
For example co-workers, work teams/committees, customers, etc.
- Instruct employee to complete [knowledge transfer template](#), if applicable
 - Review the completed knowledge transfer template and take action regarding task reassignment and/or temporary delegation to an interim person
- Be prepared to connect the employee with department HR regarding benefits coverage, leave payouts, and, if applicable, retirement information
- Finalize outstanding expenses
- Approve all outstanding time and/or absences
- Advising the employee of closeout actions
- Creating a Transition Plan
 - Identify who can and/or will take the position role/responsibilities and how long
 - Consider the impact, even if temporary, that this may have on the overall productivity
 - Work with the department head and HR on any proposed position backfill
- Notifying department/team – where appropriate
 - Do not share any privileged information or details behind the employee's decision to leave the college. Simply inform them that the person is no longer employed.
 - Discuss the transition plan

Employee's last day

- Ensure ownership is transferred for collaborative platforms (i.e. Google docs, Banner, SharePoint, etc.)
- Ensure college business files and collaborative docs are moved from personal to shared location
- Communicate with marketing regarding updating department contact lists/directories/website
- Ensure employee:
 - Cleaned work area and removed personal belongings
 - Submitted remaining time and/or absences
 - Returned all College property (i.e. laptop, keys, uniform, vehicles, cell phone, tools, etc.)
 - Set appropriate outgoing voicemail message
 - Set appropriate outgoing email automatic reply
 - Returned purchasing card and completed a final credit card expense, if applicable
 - Updated eSelfServe with a personal email address
 - Scheduled to meet with HR for an Exit Benefit Meeting

After employee's last day

- Approve all outstanding time and/or absences
- OPTIONAL - Arrange with IT Services:
 - Submit a telephone services request to have the employee's telephone number put in the name of the department
 - Request that a department voicemail is set up and provide the name of a current employee who will receive the messages