



Employee Offboarding Checklist

To be completed by supervisor or separating employee

Supervisors – complete as soon as an employee informs they will be leaving employment with SCSU and submit to HR to close out the employee's personnel file.

Note: Separation includes any staff or faculty separating from the University, and includes resignation, involuntary termination, transfer to another MinnState institution/state agency, or retirement. Retirement announcements are private data unless the retiring employee has given permission to disclose.

Employee Information

Employee Name:	Bargaining Unit:
Position Title:	Separation Date:
Department/College:	Supervisor's Name:

Employee Personal Information

The following information is optional, but allows SCSU Human Resources to follow up with questions regarding payments, benefits, etc.

Employee Cell Phone:
Employee Personal Email:

Section 1: Pre-Separation

As soon as you know an employee will be leaving

Activity	Completed?
As soon as you are informed by your employee, direct employee to enter their resignation into Workday and notify HR A job aid to complete this action can be found HERE	
Schedule meeting with employee to get an update on projects in progress. Develop a training plan for knowledge transfer/job documentation.	
Remind separating employee to review HR Separation email. Employee can schedule a meeting with HR if needed . Ensure employee has scheduled a retirement meeting with HR if retiring.	
Consider next steps for filling this vacancy and complete Position Request via AdobeSign.	

Section 2: Week of Last Day

Seven (7) or more days prior to employee's last day

Activity	Completed?
Approve Workday leave requests for all vacation, sick leave or overtime used and include notation of last workday. Consult with HR on any questions on leave approvals as separation approaches.	
Collect any purchasing or university credit cards/P-cards.	
Instruct employee to move all electronic files from the employee's personal OneDrive to the appropriate department/office Team or Teams folders. If there is no shared Team for the department/office, have the employee copy all files onto a memory stick.	
Remind employee to submit any expense reimbursements and/or repay travel advance monies (if applicable).	
Complete "Space Check-Out Form" and submit to Facilities Management.	
Send announcement of employee's departure, as appropriate. Remember that retirement information is private unless the employee has given approval to advise that they are retiring. Consult with HR on what communication should be made for an involuntary departure.	
Inform employee of voluntary on-line exit survey they will be receiving from HR. Encourage employee to complete.	

Section 3: Employee's Last Day

Activity	Completed?
Confirm HR has been notified of employee's separation	
Ensure that employee's last timesheet is submitted and approved before their last day.	
Ensure that the employee has created an out of office bounce back message on their email and voicemail to an agreed upon message, redirecting people to the appropriate person handling their duties after their departure.	
Employee must turn in keys to Public Safety. The supervisor or office manager may turn in keys if the employee cannot/will not, but employee should turn keys in personally.	
If an employee has a parking permit, the employee must turn in that permit themselves at the Public Safety Center. No refunds will be issued if an employee does not turn in the permit.	
Electronic building access will end after the employee's last day.	
Ensure that employee has removed all personal property from their office/workspace	
Collect any state-owned property such as: computers, tablets, cell phones...collect any other state-owned property and turn into IT.	

Section 4: Post-Separation

Activity	Completed?
Ensure all MinnState or non-SCSU IT systems access is deactivated (SEMA4, ISRS, (via Employee Home, Supervisor- emails/tickets to system office), etc. Ensure that all third-party vendor account access is ended.	
Follow-up with HR on moving forward with the now vacant position search, as applicable.	
Ensure that department/office website staff/faculty directory/listing page is updated.	
Sign, date and return this completed checklist to HR.	

Complete this form by signing and return to HR within two days following the separation date to ensure a smooth transition.

Supervisor's Name (print):

Supervisor's Signature:

Date: