

Employee Offboarding Checklist

Instructions: This checklist can be used as a guide for **employees** when they voluntarily resign or will be transferring to a new department. This is for the employee's use and does not need to be returned to anyone.

- Prepare documentation
 - Communicate to your manager that you are resigning and submit a written resignation letter/email with at least two weeks' notice. Please include the last day you will work and the general reason for leaving.
- Create a transition plan with your manager
 - Discuss what tasks will be:
 - Handed off to another employee(s)
 - Completed before the last day
 - Put on hold
 - Set up automatic forwarding or reply for your email account
- Update your mailing address and personal email in myHR
 - Keeping this information up to date will ensure you receive future important information about benefits, tax information, etc.
 - Keep your username and password so that you can access myHR. (You may have to reset your password.)
- Return any University property to your department (unless otherwise indicated), including:
 - Laptop/computer and IT security key
 - S&T Employee ID card
 - Parking permit tag (return tag to Parking to end payroll deductions)
 - Keys associated with the employee (return to Facilities Services)
 - Purchasing card
 - Other department specific items, i.e., name tag, business cards, shirts, uniforms, etc.
- Prepare for your last day
 - Clean out your workspace
 - Remove your personal items (to include any personal files/pictures on your computer)
 - Pass on important hard-copy materials to your manager
 - Turn in any outstanding expense or travel reports
 - Ensure your timesheet is up to date
- Complete the UM System Exit Survey
 - All benefit-eligible employees will receive an automated email inviting them to participate in an exit survey. If you were a benefit-eligible employee, look for an email from the Employee Experience Team. The subject of the email will be *"Feedback Request: What was it like to work at the university?"*
 - The email will be sent to your personal email address if there is one on file. Otherwise, the email will go to your work email address. You may receive this email before or after your last day in the role.
 - If you would like to participate in an additional Exit Interview, please contact the Human Resources office to schedule the interview.