

FACULTY and STAFF OFF-BOARDING CHECKLIST

(Including temporary employees and contractors)

Employee: _____	Last day worked: _____
Title: _____	Date Completed: _____
Department: _____	

Prior to an employee's last day of employment at the university, please review the following checklist to ensure that all applicable university property has been collected. The employee as well as the Department Head must sign this document to verify that all property has been turned in.

- ☐ Letter of resignation
- ☐ Confirm balance of remaining vacation days with key contact if applicable
- ☐ Employee/NU ID
- ☐ Keys (i.e., suite, office, automobile)
- ☐ Access cards
- ☐ Return Procard and completed Request for Action form
- ☐ Original signed Procard statements from last 3 years with original receipts
- ☐ Reconcile outstanding expense reimbursements
- ☐ Equipment (i.e., cell phone, laptop)
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Files, documents, emails have been provided to supervisor / colleague
- ☐ University property (i.e., books, Procard purchases, tools, uniforms, etc.)
- ☐ Exit interview: contact department head, key contact, or HR Consultant
(*this is optional; at the request of the individual leaving*)
- ☐ Refer Benefits Questions to HRM (university retiree, health insurance, etc)
- ☐ Forward voicemail and telephone password to supervisor
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

I, _____, have returned all items belonging to Northeastern University.
(Faculty/Staff member's printed name)

Faculty / Staff member signature

Date Department Head signature

Date

