

**MANAGER and KEY CONTACT
OFF-BOARDING CHECKLIST**

Employee: _____ Signature: _____
Last date worked: _____ Date Completed: _____
Title: _____ Manager Signature: _____

This is a university template for the off-boarding process. The direct supervisor and key contact should use this document as a guide when off-boarding an employee.

TO BE COMPLETED BY DIRECT SUPERVISOR

- ☐ Email notifying division of employee's departure
- ☐ Confirm remaining vacation time with employee
(also confirm remaining sick time for eligible non-exempt retirees. Please see the sick time policy for clarification: <http://www.northeastern.edu/hrm/pdfs/benefits/SickTimePolicy2011.pdf>)
- ☐ Provide balance of remaining vacation time to key contact
- ☐ Complete Manager Off-boarding Checklist

TO BE COMPLETED BY KEY CONTACT

Processing the Resignation/Termination

- ☐ Letter of resignation
- ☐ Confirmation of accrued unpaid vacation days
- ☐ HR/Payroll Action Form (make sure to select the appropriate reason code, i.e. *retiree*)

Cancellation of Memberships, Licenses & Contracts

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Procard—Request for Action Form (AP) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> AT&T / Verizon | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

Action Items upon Employee's Departure

- | | |
|--|---|
| <input type="checkbox"/> Reset / dispose of cell phone | <input type="checkbox"/> Remove employee from telephone list |
| <input type="checkbox"/> Reimage / dispose of computer | <input type="checkbox"/> Remove employee mailbox |
| <input type="checkbox"/> Remove nameplate | <input type="checkbox"/> Remove employee from organizational charts |

