

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.

Section 1: 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

Section 2: To Be Completed by Key Contact

Processing the Resignation/Termination

- ☐ Letter of resignation
- ☐ Confirmation of accrued unpaid vacation days
- ☐ Electronic Termination Form (make sure to select appropriate reason code, i.e. TVRET: Termination Voluntary Retirement)

Cancellation of Memberships, Licenses and Contracts

- ☐ American Express Corporate Card/Submit Reconciliation Reports-Contact AP
- ☐ AT&T / Verizon
- ☐ Other: _____ ☐ Other: _____
- ☐ Other: _____ ☐ Other: _____

Action Items upon Employee's Departure

- ☐ Reset / dispose of cell phone
- ☐ Reimage / dispose of computer
- ☐ Remove nameplate
- ☐ Remove employee from telephone list
- ☐ Remove employee mailbox
- ☐ Remove employee from organizational charts