



Employee Offboarding Checklist

Check off items as they are covered. If an item is not applicable, please mark **N/A**.

Position Title: _____

Employee Name: _____ **Date of Separation:** _____

Prior to Employee's Last Day:

- Submit Separation form and Employee's resignation notice to Human Resources.
HR will initiate calculations related to the Employee's last pay, (i.e., leave time payout/payback, retirement benefits, etc.) and the help-desk ticket for technology access to end with after employee's last day.
- Ask Employee to provide an update on work in-progress and outstanding items due.
- Inform Employee that HR will contact them regarding an exit survey.
- If employee is moving, remind them to provide HR with the new address for W-2 purposes.
- On or before last day, gather any Mid property, technology or equipment and forward to appropriate department (i.e., computer equipment to Technology Services, etc.)
- On or before last day, gather keys and swipe card(s) and forward to the Business Office.
- On or before last day, gather ID Badge and name tag, and forward to Human Resources.
- Consult with your supervisor to discussion refilling the departing employee's position.
- Review the job description with the departing Employee to see if edits are needed since last reviewed.

Once all of the above Items have been reviewed, please return the completed and signed form to Human Resources.

If you have any questions during offboarding process, feel free to contact Human Resources at x.621 or hr@midmich.edu.

Supervisor's Signature: _____ **Date:** _____