



## Supervisor Offboarding Checklist

Supervisor Tasks

Employee Name: \_\_\_\_\_ Separation Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Department: \_\_\_\_\_

Please complete and return this form to Human Resources.

| ✓ TASK (if applicable)  |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
|---|--|-----------------------------|-------------|----------|---|--|--------------|--------------------------------------|-----------------|-----------------------------|--|-----------------|----|--|--|--------------|--|--|--------------|--|---------|--------------|-----------------------------------|--|--------------|--|--|--------------|
| <input type="checkbox"/> Notify team and appropriate stakeholders of employee departure   |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Arrange meeting with employee to get updates on projects that are in progress and create plan for knowledge transfer. Transfer electronic data. May use this time to attain feedback on position description accuracy.   |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Confirm out of office email and voicemail is turned on with whom to contact  |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Collect voicemail password and reset it  |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Check Office 365 memberships and transfer new owners to Teams, if needed   |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Take screen shot of exiting employee's authorizations for replacement.   |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> End security authorizations of exiting employee.   |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Collect any username/passwords for 3 <sup>rd</sup> party accounts and/or software  |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Ensure state property is returned to the appropriate department. This includes all items purchased with University and College funds (books, software, office items, computer peripherals, phones, etc). Supervisor is responsible for collecting items and returning to appropriate persons.  |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <table border="1"> <thead> <tr> <th>Item:</th> <th>Return to :</th> <th>Contact:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Cell Phone and all accessories</td> <td>IT- Deputy Hall, 1<sup>st</sup> Floor</td> <td>218.755.3777</td> </tr> <tr> <td><input type="checkbox"/> Credit Card</td> <td>Business Office</td> <td>Dana Danielson 218.755.2044</td> </tr> <tr> <td><input type="checkbox"/> ID Badge/Card</td> <td>Human Resources</td> <td>HR</td> </tr> <tr> <td><input type="checkbox"/> Keys &amp; Keyless Entry Card</td> <td>Facilities- Deputy Hall, 3<sup>rd</sup> Floor</td> <td>218.755.2531</td> </tr> <tr> <td><input type="checkbox"/> Laptop/Tablet and all accessories (docking station)</td> <td>IT- Deputy Hall, 1<sup>st</sup> Floor</td> <td>218.755.3777</td> </tr> <tr> <td><input type="checkbox"/> Library Materials</td> <td>Library</td> <td>218.755.3342</td> </tr> <tr> <td><input type="checkbox"/> Software</td> <td>IT- Deputy Hall, 1<sup>st</sup> Floor</td> <td>218.755.3777</td> </tr> <tr> <td><input type="checkbox"/> Inter-call conference cards</td> <td>IT- Deputy Hall, 1<sup>st</sup> Floor</td> <td>218.755.3777</td> </tr> </tbody> </table> |  | Item:                       | Return to : | Contact: | <input type="checkbox"/> Cell Phone and all accessories | IT- Deputy Hall, 1 <sup>st</sup> Floor | 218.755.3777 | <input type="checkbox"/> Credit Card | Business Office | Dana Danielson 218.755.2044 | <input type="checkbox"/> ID Badge/Card | Human Resources | HR | <input type="checkbox"/> Keys & Keyless Entry Card | Facilities- Deputy Hall, 3 <sup>rd</sup> Floor | 218.755.2531 | <input type="checkbox"/> Laptop/Tablet and all accessories (docking station) | IT- Deputy Hall, 1 <sup>st</sup> Floor | 218.755.3777 | <input type="checkbox"/> Library Materials | Library | 218.755.3342 | <input type="checkbox"/> Software | IT- Deputy Hall, 1 <sup>st</sup> Floor | 218.755.3777 | <input type="checkbox"/> Inter-call conference cards | IT- Deputy Hall, 1 <sup>st</sup> Floor | 218.755.3777 |
| Item:   | Return to :                                    | Contact:                    |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Cell Phone and all accessories   | IT- Deputy Hall, 1 <sup>st</sup> Floor         | 218.755.3777                |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Credit Card  | Business Office                                | Dana Danielson 218.755.2044 |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> ID Badge/Card  | Human Resources                                | HR                          |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Keys & Keyless Entry Card  | Facilities- Deputy Hall, 3 <sup>rd</sup> Floor | 218.755.2531                |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Laptop/Tablet and all accessories (docking station)  | IT- Deputy Hall, 1 <sup>st</sup> Floor         | 218.755.3777                |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Library Materials  | Library  | 218.755.3342                |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Software   | IT- Deputy Hall, 1 <sup>st</sup> Floor         | 218.755.3777                |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Inter-call conference cards  | IT- Deputy Hall, 1 <sup>st</sup> Floor         | 218.755.3777                |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Submit an IT ticket to suspend/replace/disconnect cell phone account   |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Submit an IT ticket to remove from email listings and other computer accesses (network shared drives, listservs, shared email accounts, etc.   |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |
| <input type="checkbox"/> Submit an IT ticket for any Office 365 Updates   |  |                             |             |          |   |  |              |                                      |                 |                             |  |                 |    |  |  |              |  |  |              |  |         |              |                                   |  |              |  |  |              |

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- ☐ Submit an IT ticket for any Website Editor rights (WordPress)
  - ☐ Ensure final expenses are submitted prior to last day
  - ☐ Determine temporary work assignments for current staff during time of vacancy. Provide written plan to HR for review to ensure pay, classification, contract items, etc. are accurately applied.
  - ☐ Notify HR of plans to backfill the position.
  - ☐ Ensure final timesheet is submitted
  - ☐ Ensure personal property is removed
  - ☐ Update Department Website
  - ☐ Revoke Delegation of Authority
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\*\*Supervisor and employee must sign off on and send back to HR on or before your last day of employment.

Employee Signature\_\_\_\_\_ Date\_\_\_\_\_

Supervisor Signature\_\_\_\_\_ Date\_\_\_\_\_