

## MANAGER OFFBOARDING CHECKLIST

Prior to your employee's departure, please complete the following:

1. Have a discussion with the departing employee:
  - request the resignation letter with the termination date (note: an employee's last day cannot be a University holiday, vacation or personal day)
  - confirm the number of vacation days accrued, but unused
  - determine a transition plan to include work reassignment, approver changes in Banner, file sharing, coworker training, etc.
2. Call your HR Representative; email the resignation letter and termination details (including vacation days owed) as soon as possible. HR will manage the Exit Interview process and terminate benefits.
3. All University benefits terminate at the end of the month in which employee leaves. Employees are encouraged to contact benefits with any questions they have (ext. 2363).
4. Collect all University property (keys, ID, laptop, cell phone, etc.). Send all keys and ID card to Public Safety; send technology devices to IT.
5. Ensure the departing employee changes his/her outgoing voicemail and email messages complete with new department contact or referral contact information. Provide new contact information to external contacts (vendors, subscriptions, etc.)
6. If you are a web time or EPCF approver, please contact Lisa Tillmon at [tillmonl@stjohns.edu](mailto:tillmonl@stjohns.edu) in the Payroll Department to designate a new approver.
7. Contact HR Services to discuss the replacement process.

If you have any questions, please contact your Human Resources representative at 718-990-1502 or 718-990-2445.