

Employee Separation Off-boarding Checklist for Supervisor

(To be completed by Supervisor of the Separating Employee)

Employee Name: _____ Employee TECH ID#: _____

Classification: _____ Working Title: _____

Department/College: _____ Supervisor's Name: _____

Bargaining Unit: _____ Separation Date: _____

Off-boarding is a process that begins as soon as you know that an employee will be leaving their current position and separating employment with Metropolitan State University. This checklist is organized to assist the supervisor with preparation for the employee's departure.

Please Note:

Separation includes any staff or faculty separating from the University, and includes both voluntary and involuntary termination, transfer to another MnSCU college, or retirement.

PRE-SEPARATION: (As soon as you know staff/faculty will be leaving)		
ACTIVITY	COMPLETION DATE	NOTES
Notify HR of employee separation		
Complete Employee Separation Form and send to HR; attach this checklist		
If voluntary, request written resignation or retirement notice		
If involuntary, send written documentation to HR		
Prepare for transition of work assignments		
Notify HR and consult regarding vacancy replacement search		
Consider next steps for filling this vacancy and complete Position Request Form		
Determine what work responsibilities shall be completed prior to departure.		
Instruct employee to move all files from H drive to the appropriate S drive folders.		
PRE-SEPARATION: (7 days or more prior to employee's last day)		
ACTIVITY	COMPLETION DATE	NOTES
Approve e-timesheet entries for all vacation, sick leave or overtime used and include notation of last workday		

PRE-SEPARATION: (7 days or more prior to employee's last day)		
Collect any purchasing, corporate credit cards		
Determine location, access to all work-related files		
Remind employee to submit any expense reimbursements		
Remind employee that any travel advance monies owed to the University must be paid before final paycheck is released		
Send announcement of employees departure, as appropriate		
Remind employee of voluntary exit interview		
Remind employee to contact Building Services to cancel the payroll deduction for their parking contract		
ON THE EMPLOYEE'S LAST DAY:		
ACTIVITY	COMPLETION DATE	NOTES
Collect office keys and turn into Building Services ASAP		
Collect Employee ID card, name tag, and any security badge		
Collect computers, laptops, tablets, cell phones		
Collect any books, library materials, software, CD, USB		
Inform employee to keep current contact information in the Employee Self-Service website for future W2 tax and communication purposes. Provide employee with his/her State ID (Sema4) #.		
Update University magazine(s) and memberships		
POST-SEPARATION:		
ACTIVITY	COMPLETION DATE	NOTES
Follow-up with HR on moving forward with the now vacant position search		
Sign, date and return this completed checklist to HR		

Within two days of the termination date, this checklist should be signed by the supervising staff or Dean. A copy should be maintained by the supervisor, and the original should be attached to the Employee Separation Form and submitted to the HR Division.

All keys have been turned into Building Services.

Hiring Supervisor' Name (please print): _____

Hiring Supervisor's signature _____

Date _____

For HR Use Only: Forwarded to ITS (Helpdesk Ticket) on: _____ Forwarded to budget@metrostate.edu on: _____

Placed in Employee Personnel File _____ Employee Personnel File Moved to Terminated _____