



BALL STATE
UNIVERSITY

Off-boarding Checklist

Employee Checklist upon Transfer/Separation

To be completed by the supervisor and the employee

The following is a standardized checklist that must be completed for employees who end their employment, whether through resignation, retirement, termination, or transfer.

The checklist provides the steps the supervisor and the employee need to complete in order for the employee to officially exit from the department. This checklist includes important Human Resources information and departmental logistics. Following the steps outlined in the checklist will facilitate the transition of the employee from active employment to her/his eventual departure date.

Off-boarding Checklist (To be completed by the departing employee) –

Employee's Name (Last, First, Middle)

Employee BSU ID #

Position Title

Department

Employee's Last Day of Work

Forwarding Address: _____

(Please update your address in Self-Service Banner)

Contact Phone Number: _____

Contact Email: _____

The following checklist must be completed for employees who are separating employment with a Department.

Part I: Employee's Responsibilities

Upon Notice of Departure Date:

- Submit resignation/retirement letter to your supervisor
- Contact Payroll and Employee Benefits if you have questions regarding any of the following:
 - Continuation of health and dental coverage under COBRA
 - Conversion or continuation of life insurance
 - Distribution of retirement contributions
 - Paid time off remaining
 - Leave balances
 - Retirement accounts including email account
 - Employment verification process for future reference

- Provide updated mailing address to PEB and supervisor for future W-2 forms, etc.

Two Weeks in Advance of Departure Date:

- Settle any cash advances, petty cash accounts, pending reimbursements, parking or library fines, or any other unsettled accounts. Confirm that University Leave has not been overused. *NOTE: Any debts owed to the University should be settled with the Bursar's Office. If any amount remains unpaid after the Bursar's Office has contacted the employee, it will be handed over to a collection agency and additional fees may be applied.*
- If the separating employee is in a supervisory role, insure that budgetary records, HR reviews (evaluations, correspondence, etc.), letters or emails containing resource commitments and unit strategic plans are labeled and organized in hard copy files for the supervisory successor
- Consult with department for retention and/or disposition of email, home directory files, websites, and any other electronic materials

Within Last Few Days of Departure Date:

- Remove all personal items from offices or lockers
- Return ALL keys, ID badge(s), University credit cards or travel cards, and parking permit. *Employees transferring within the University should retain their ID cards. The departments which employees transfer out of/into are responsible for removing/assigning ID card building access as applicable for their locations.*
- Return any University items such as portable computer/cell phone/pager/PDA/long distance calling card/copy card to appropriate office, and consult with IT to delete all remaining electronic files containing University data or University licensed software from your personally owned computers, handheld devices, and electronic media
- Return departmental handbooks and training manuals
- Return all University issued uniforms
- Complete Conflict of Interest Statement if applicable
- If a foreign national, set up an appointment with International Programs to discuss importance of maintaining status
- Set out-of-office reply on voicemail and email directing clients to contact departmental office or designated person

After Departure:

- Notify the Payroll office of any change of address during the year so that the tax statement can be sent in early January

Signatures:

Employee Name	Signature	Date
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Supervisor/Manager Name	Signature	Date
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Part II: Supervisor/Department Responsibilities Checklist

At First Notice of Departure:

- Obtain a resignation letter from the employee
- Provide employee a written acceptance of the resignation or notice that the request for emeritus/honoratis/retirement status is being forwarded
- Give employee the Off-boarding Checklist
- Recommend that the employee meet with Payroll and Employee Benefits office if necessary
- Enter an EPAF or send through a P-3 form with the employee's termination date
- Process any non-reimbursed travel expenses through the department prior to termination date
- Confirm that the employee does not owe reimbursement of a signing bonus, promissory note for training expenses, or moving and relocation reimbursement
- Confirm with PEB that the employee has not used more University leave than has actually been accrued (pre-loaded for faculty/professionals/exempt staff), and inform the employee if any repayment is required

On last day:

- Obtain the Off-boarding Checklist from employee (verify it is complete and signed by employee)
- Confirm with the employee that University-owned equipment, including computers, mobile devices, pagers, long distance calling and/or copy cards, has been returned to your department
- Confirm with the employee that all electronic files containing University data from personally owned computers, mobile devices, cloud storage, and storage media (e.g. flash drives, etc.) have been migrated and deleted
- Confirm with the employee that all University licensed software on personally owned computers and mobile devices has been uninstalled
- Confirm with employee that all paper documents containing University data have been returned to the department
- Confirm that department has access and passwords for any electronic files being left at BSU
- Confirm with employee that out-of-office reply has been set for voicemail and email
- If applicable, email to request that the user's IT account or role be deactivated
- Contact department webmaster to ensure references to employee are removed from web content

- Obtain employee's keys and ID badge(s)
- Obtain University portable computer/cell phone/pager/long distance calling card/copy
- Destroy employee's University credit card (Purchasing card)
- Verify return of Parking Permits and Service Parking Passes
- Verify return of tools, safety equipment, and uniforms
- Verify return of any other University property
- Confirm departure with Department

After employee's last day:

- Cancel all locally provisioned user access via the HelpDesk or departmental IT person, including access to shared drives
- Clear/change all passwords including email, voicemail, and PC station
- Verify that a termination date has been entered in Banner which will end access to HR, Finance/Budget, CBoard/CS Gold, Travel/Chrome River/Egencia, TMS, Box, Canvas, SciQuest, etc.
- Contact the HelpDesk to make sure that the employee's phone number has been deactivated and/or confirm that the phone has been forwarded
- Remove from recurring meetings in Outlook as an attendee
- Verify removal of any access to federal/state systems and update professional organization memberships
- Destroy employee's University ID or return it to HR
- Reassign any direct reports to a new supervisor in the Banner and/or TMS, if necessary
- Verify building access and security cards have been deactivated
- Verify cancellation of signature authority over university accounts
- Cancel telephone long distance access code number through ITS
- Cancel photocopy access number
- Verify the computer drives have been cleared/archived and emails are retained as needed

- Change signature authority in Kronos for approving time cards (only applicable when a Supervisor is leaving)

Supervisor/Manager Name	Signature	Date
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