UNT DALLAS

Employee Offboarding Checklist

√	Exiting Employee's Responsibilities
☐	If this is a voluntary separation, submit a resignation letter to the manager with your reason for resignation and last date of employment.
☐	Initiate offboarding process in EIS – Employee Self-Service -> Employee Offboarding. Select the appropriate applicable reason for leaving. (Not applicable to hourly roles).
☐	Notify your manager and/or department administrator if you are transferring to another State Agency. This will ensure a seamless transition of your UNT System State Service to the next State Agency.
☐	Work with your supervisor o ensure all work and leave time is entered and approved in the MyUNTSystem timesheet.
☐	Return your applicable Faculty/Staff ID Card to your supervisor. Return parking permit and resolve any pending parking citations with campus Parking Services located in Dal-1, Suite112, First Floor. T Dallas Police.
☐	Return all issued keys to the supervisor. (Building keys, access cards, vehicles, etc.):
☐	Return any UNT System-issued property to your supervisor or department representative, including laptops, tablets, thumb drives, monitors, docks, wireless cards, phones, uniforms, etc.
☐	Return P-card and/or Travel Card to your supervisor. Ensure all transactions have been finalized and receipts are reconciled.
☐	Assign delegates for approvals in EIS, if applicable.
☐	Update your personal contact information (mailing address, phone, etc.) in MyUNTSystem.
☐	Set an out-of-office message in your voicemail, Outlook, and Teams with appropriate departmental contact information, if applicable.
☐	Visit the Leaving the University page for additional HR information.

For Faculty/Adjuncts:

☐	Ensure grade rosters are submitted to the Dean/Program Coordinator by the grade submission due date and prior to the last working date, whichever comes first. in a timely manner.
☐	All physical classroom work is returned to the student or if the student is no longer available, submitted to the appropriate Dean/Program Coordinator for records retention compliance.

09/2023

This form is designed to be used as a guide and should be retained at the department level.