

Supervisor's Offboarding Checklist

Employee Name:		Supervisor Name:	
Employee ID #:		Last Date of Employment:	
Dept. Name:		ePar Effective Date: <i>next business day after the last day worked</i>	
√	Supervisor's Responsibilities		
<input type="checkbox"/>	Notify Campus HR of resignation and forward resignation notice to Campus HR business partner.		
<input type="checkbox"/>	Work with employee to ensure all work and leave time is entered and approved in the timesheet .		
<input type="checkbox"/>	Employee initiates offboarding steps in EIS. Supervisor and Department Admin approve offboarding requests, which generates the termination ePAR. (Not applicable to hourly roles). Note: Attach resignation notice to ePAR.		
<input type="checkbox"/>	Contact Time and Labor for questions regarding leave balances at 855-868-4357; option 3.		
<input type="checkbox"/>	If offboarding step is not initiated, submit a termination ePAR for the employee as soon as possible. Attach a copy of the Termination Action Notice or resignation letter. (ProTip: The ePAR effective date is the next business day after the last day worked. Termination ePARs should be approved by the effective date of termination.)		
<input type="checkbox"/>	Arrange for the employee to collect all personal belongings from their workspace.		
<input type="checkbox"/>	Create a service request in ServiceNow to disable user account (remove employee access to email, shared drive, applications, and systems) on the last day worked or immediately, if appropriate.		
<input type="checkbox"/>	Obtain all UNT System-issued property from employee, i.e. equipment, keys, ID badge. Parking permits should be returned to Parking Services when employee completes the Separation Checklist. Notify IT to update the custodial owner of UNT System-issued technology the employee-owned via a ServiceNow request. NOTE: Upon collecting keys, return to Facilities.		
<input type="checkbox"/>	Assign delegates for approvals in EIS, if applicable.		
<input type="checkbox"/>	Obtain the P-card and/or Travel Card, if applicable. Notify Purchasing department and Travel department of the employee's departure.		
<input type="checkbox"/>	Submit a service request in ServiceNow to assign forwarding of email and shared drive access to designated department contact after the employee leaves, if needed. "Permissions to Access Another User's Email or OneDrive Account"		
<input type="checkbox"/>	Notify the access granting department to export data or transfer rights for applications personally assigned such as Qualtrics, social media, WordPress, etc.		
<input type="checkbox"/>	Submit a service request in ServiceNow to reimage or refresh UNT System-issued technology.		
<input type="checkbox"/>	Remove the employee's information from the department website, handouts, etc.		

For Faculty/Adjuncts:

<input type="checkbox"/>	Ensure all grade rosters are collected by the grade submission due date and prior to the last working date, whichever comes first.
<input type="checkbox"/>	All physical classroom work is returned to the student or if the student is no longer available, collected and retained for records retention.