

Human Resources

Employee Offboarding Checklist

✓	Exiting Employee's Responsibilities
<input type="checkbox"/>	If this is a voluntary separation, submit a resignation letter to the manager with your reason for resignation and last date of employment.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Work with your supervisor to ensure all work and leave time is entered and approved in the MyUNTSysytem timesheet.
<input type="checkbox"/>	Return your applicable Faculty/Staff ID Card and parking permit to your supervisor. Resolve any pending parking citations with your campus police department: HSC Police , UNT & UNT Frisco Police , UNT Dallas Police .
<input type="checkbox"/>	Return all issued keys to the appropriate access controller (Building keys, access cards, vehicles, etc.): UNT & UNT Frisco , HSC , and UNT Dallas .
<input type="checkbox"/>	Return any UNT System-issued property to your supervisor or department representative, including laptops, tablets, thumb drives, monitors, docks, wireless cards, phones, uniforms, etc.
<input type="checkbox"/>	Return P-card and/or Travel Card to your supervisor. Ensure all transactions have been finalized and receipts are reconciled.
<input type="checkbox"/>	Assign delegates for approvals in EIS, if applicable.
<input type="checkbox"/>	Update your personal contact information (mailing address, phone, etc.) in MyUNTSysytem .
<input type="checkbox"/>	Set an out-of-office message in your voicemail, Outlook, and Teams with appropriate departmental contact information, if applicable.
<input type="checkbox"/>	Visit the Leaving the University page for additional HR information.

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