

Human Resources

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"/>	Work with employee to ensure all work and leave time is entered and approved in the timesheet .		
<input type="checkbox"/>	Contact Time and Labor for questions regarding leave balances at 855-868-4357; option 3.		
<input type="checkbox"/>	Submit a termination ePAR for the employee as soon as possible. Upload 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.)		
<input type="checkbox"/>	Arrange for 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. Notify IT to update the custodial owner of UNT System-issued technology the employee-owned via a ServiceNow request.		
<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.		

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