**OFF-boarding Checklist**

**Employee name:**

**Last day:**

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### Communication is Key

**Who needs to know an employee is leaving?**

- Your staff and the division - send out notice
- Tuesday Tips – email Rachel Johnson put a notice in tips

**Human Resources:**

- Please send to HRA and she will send them to HR Records

**Termination Checklist**

- Letter of Resignation
- CWRU Personal Action Form (forwarding address)

When employee leaves their last pay check is mailed out

They do this in case employees do not turn in keys or equipment

*The PAF is so important to fill out as soon as possible because it stops the paycheck process.*

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**Other things to do**

- Student Affairs IT - wipe their computer and remove access
- Delete Access to PeopleSoft, HARLD, Orgsinc, Qualtrex, and Baseline Telephone Services - clear their mailbox

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**Request Return of any credit cards - cut them up**

**Request all equipment (computers, cellphones, IPAD and office furniture keys)**

*Employee must turn in all keys and ID card and parking pass to ACCESS Services and have their Termination Checklist signed. ACCESS Service should deactivate their card.*

- Remove name from Roster
- Remove name for Org Chart
- Remove mailbox and nameplate on office
- Remove voicemail from phone and notify telephone department that person left
- Clean and clear out office.