

OFF-BOARDING

EMPLOYEE

- Notify supervisor of resignation/retirement in writing, including last working date
- Furnish approved annual/sick leave information through last day of employment to payroll
- Purchasing / Credit Card – Turn in card, review all reports and gather receipts
- Travel Card – Turn in card and sign cancellation form
- Long Distance Calls – Review with supervisor and sign authorization
- Provide written resignation/retirement to Payroll Office

Failure to furnish required documents to Payroll/Personnel by the 10th of the month preceding departure date may result in a delay regarding receipt for non-standard payroll amounts

SUPERVISOR

- Notify the following of resignation/termination/retirement:
 - Executive Director
 - Director
 - Payroll/Personnel
 - IT Manager
 - Office Manager of the Executive Director's Office (to update org chart and emergency contact list)
- Inform employee about exit interview options with Executive Director, VP for Diversity
- Provide written resignation/retirement to Payroll/Personnel
- Verify and approve annual/sick leave record with employee and Payroll/Personnel
- Email Payroll Office the following information to request to process resignation/retirement: last day employed, annual/sick leave taken through last day
- Review transition employee position duties (position duties, committees, etc.)
- Review computer records/files with employee
- Collect from employee, return to appropriate staff:
 - Keys: Return to Operations
 - PCARD: Return to Manager of Business Services
 - CSU Travel Card: Return to Manager of Business Services
 - Cell Phone: Return to Information Technology
- Notify IT and Operations of termination to remove card access
- Verify employee voicemail message after separation date
- If account Fiscal Officer, initiate change in Accounting System before departure

PAYROLL

- Obtain HR file from Office Manager of the Executive Director's Office
Process resignation/termination in HR system
- File written resignation/retirement/termination documentation in personnel file
- If employee is supervising employees, change supervisor in Oracle and set up monthly report
- Inactivate employee in leave system

IT

- Suspend access to: Outlook Calendar and email
- Suspend access to: Computer Access
- Suspend access to: Phone/Voicemail Access
- Remove from the Listservs

EXECUTIVE DIRECTOR

- Notify VPSA to begin replacement option

