



Manager Off-Boarding Checklist

The following checklist is designed to assist departments in the employee off-boarding process. While some of the items listed may not be applicable to all situations, the checklist should be helpful in suggesting areas of focus when employees leave FCS. This list will be added to the personal file of the off-boarding employee. This form is to be reviewed with, and signed by, the employee and the supervisor, and returned to the HR office.

Employee Name	NetID	Last Day Worked	Department Name
---------------	-------	-----------------	-----------------

Obtain or take action on the following, if not applicable, please indicate with N/A:

Keys - Customer Service

CU ID Card - if retiring, they can acquire their retirement card on/after their retirement date

Department equipment

University Credit Cards/Procurement Card - Return to Division of Financial Affairs

Parking permits - Return to Transportation & Mail Services

Reference manuals

Uniforms

Remove from e-lists/group mailings

Other University Property, Please Specify:

Manager's Signature

Date

Employee will also receive an off-boarding email, and the manager will be copied, that outlines their exit procedures.

Return completed form to the FCS HR office via email or at 124 Humphreys Service Building.