



Office of Human Resources offboarding checklist

Employee name	
OHR department	
First day of the assignment	
Assignment end date	
Reason for termination	
Workspace	
ASURITE	
Affiliate ID	
Badge No. — see the numbers on the back lower right side of the Sun Card	

Supervisor responsibilities

- Email the Office of Human Resources Recruitment and Selection to inform them of staff changes.
- Ensure the employee turns in the following:
 - Sun Card
 - Office key.
 - Parking permit. Return the permit to [Parking and Transit Services](#).
 - Purchasing Card. Ask the employee for a list of vendors on recurring payments. [Email Procurement](#) to cancel the P-Card.
 - Travel Card. [Email My ASU TRIP](#) to cancel the card.
- Establish a continuity plan for the employee's pending work, such as shared files, out-of-office messages, physical mail, etc.
- Notify the Office Manager of the employee's last day.
- Plan a going away gathering if applicable.

Department HR manager responsibilities

1. Accept the resignation or retirement letter.
2. [Submit a personnel transaction request](#); the effective date on PTR is the day after the last day of work.
3. [Look up the employee HR benefits partner](#).
4. If applicable, [provide the information sheet for exiting employees](#), including the HR benefits partner's name and email.



Business and Finance Information Technology responsibilities

- Delete the employee from shared folders and calendars.
- Retrieve computers and other devices, such as iPads, ASU-purchased phones, etc.
- Transfer all office files to an archived folder for future access if needed.

Office Manager responsibilities

- Remove the employee from the following:
 - Building access.
 - Continuity of Operations Plan list.
 - Distribution lists.
- Sanitize the workspace and take down cubicle name.
- Update the organization chart.