## Offboarding checklist

### Office of Human Resources offboarding checklist

<table>
<thead>
<tr>
<th>Employee name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>OHR department</td>
<td></td>
</tr>
<tr>
<td>First day of the assignment</td>
<td></td>
</tr>
<tr>
<td>Assignment end date</td>
<td></td>
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<tr>
<td>Reason for termination</td>
<td></td>
</tr>
<tr>
<td>Workspace</td>
<td></td>
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<tr>
<td>ASURITE</td>
<td></td>
</tr>
<tr>
<td>Affiliate ID</td>
<td></td>
</tr>
<tr>
<td>Badge No. — see the numbers on the back lower right side of the Sun Card</td>
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</tbody>
</table>

### 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.

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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.