

Employee Offboarding Checklist

Knowledge Transfer

- Complete summary of ongoing projects and status to supervisor
- Necessary documents should be placed in a secure area for incoming replacement/and or supervisor
- Make arrangements with manager to move business related information from Google documents and sites

Systems Access

- Retrieve logins and passwords for systems the employee had access during employment (e.g. University social media accounts.)
- Notify Marketing Communications to terminate your access to the website content management system if you are responsible for representing SLU on digital platforms
- Terminate computer software systems and shared drive access
- Notify the program manager of the Office of Research and Innovation to deactivate eRS account and electronic comparative medicine PI and staff account
- Notify IT to disable VPN and/or dial-up remote access

Recover Assets

- Computer Equipment: Laptop, Tablet & other misc. equipment
- Communications Equipment: Nextel, Pager, Headset & other misc. equipment
- Keys
- ID card (*Supervisor should destroy*)
- Uniform
- Travel & Entertainment Card and P-Card

Exit Interview (Optional)

Contact HR Consultant to conduct exit interview

Benefit Information

- [Vacation Policy](#)
- [Summary of Benefits upon Separation of Employment](#)
- [Summary of Benefits upon Retirement](#) (*SLU defines retirement at age 60 with 7 or more years of continuous full-time service to the University.*)
- If you or your dependents are presently enrolled at SLU using tuition remission you may direct questions to benefits@slu.edu.

On or Before Last Day

- Verify contact information in Workday and update if necessary
- Save SLU Net ID and password for future access to Workday
- Remove all personal items from office/work area
- Provide pin code for voicemail to supervisor and change outgoing phone message