Employee Offboarding Workflow
HUJT Inter-Departmental Transfer

Notification

- Employee (EE) notifies Hiring Manager (HM) regarding resignation
- HM notifies HR Consultant and HR Coordinator
- HR Coordinator sends Exit Checklist to Manager, including ServiceNow Offboarding Form, asking if EE has any direct reports that will need new Managers, and connecting them to their HR Consultant if they are looking to replace this role, cc'ing Admin Ops and HR Consultant
- HR Coordinator sends HUIT Transfer Checklist to EE, providing resources and information about transferring
- HR Coordinator fills out Admin Ops and Finance spreadsheets
- HM submits SNOW Offboarding form, kicking off offboarding process

Pre-Departure

- HM works with EE on transition plan
- SNOW triggers transfer of phones and HUIT specific equipment, including removal of certain building access
- HR Coordinator sends CADM Payroll team information about EE’s new position within HUIT, including new offer letter
- CADM Payroll process EE’s new job information
- Manager lets HR Coordinator know if EE has any direct reports that need to be moved, and who they need to be transferred to
- If position needs replacing, Manager works with HR Consultant to kick off hiring process

Post-Departure

- HR Coordinator transfers EE’s direct reports in Payroll, providing new managers with appropriate T&L and AM group access
- HR Coordinator transfers EE’s ePerformance documents to new Manager
- HR Coordinator transfers the ePerformance documents of EE’s direct reports, if any, to new Manager
- HR Coordinator moves EE to new department on Org Chart on the Friday after their departure
- HR Coordinator moves EE’s direct reports to their new Manager in the Org Chart on the Friday after their departures