Employee Offboarding Workflow
University Departure

Notification

- Employee (EE) notifies Hiring Manager (HM) regarding resignation
- Manager notifies HR Consultant and HR Coordinator
- If resignation letter not provided in resignation notification, HR Coordinator reaches out to EE for written letter or detailed email
- 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 Exit Checklist to EE, providing resources and information regarding Vacation Payout, Exit Interviews and final processes
- 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 form triggers removal of user accounts and phones, and equipment retrieval, leaving desk phone for future hires
  - EE distributes other equipment, keys and cards to Manager
- HR Coordinator sends CADM Payroll team information about EE departure, including resignation letter
  - CADM Payroll sets employee to be terminated in PeopleSoft
- 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
  - EE chooses to do Exit Interview, schedules with HR Consultant before last day

Post-Departure

- HR Coordinator transfers EE’s direct reports in Payroll, providing new managers with appropriate T&L and AM group access
- EE’s ePerformance documents are automatically cancelled by the system
- HR Coordinator transfers the ePerformance documents of EE’s direct reports, if any, to new Manager
- HR Coordinator removes EE from HUIT All-Staff Mailing List
- HM/Team Administrator removes EE from internal directories and lists
- HR Coordinator removes EE from 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
- CADM Payroll processes EE’s last paycheck including their Vacation Payout
- ITSM removes EE’s SNOW account
- HR Team moves EE Personnel File into Archives