



## MANAGER OFFBOARDING CHECKLIST

**Instructions:** Managers of departing employees must submit this form to Human Resources within one week of receiving a resignation/termination letter or [Resignation Acknowledgement Form](#). The separation process will not begin until the above mentioned items are completed and received by Human Resources.

### REASON FOR SEPARATION:

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DEPARTING EMPLOYEE NAME	TITLE	EMPLOYEE ID

DEPARTMENT	LAST WORK DATE	TERMINATION DATE

### OFFBOARDING TASKS

<input type="checkbox"/>	When an employee gives their notice, the manager is required to contact HR to initiate separation of employment to process paperwork by emailing. The employee must submit a resignation letter or <a href="#">Resignation Acknowledgement Form</a> directly to Human Resources as well, indicating their last day of employment. <ul style="list-style-type: none"><li>• Paula MacDonald, <a href="mailto:pmacdon1@swarthmore.edu">pmacdon1@swarthmore.edu</a></li><li>• Human Resources, <a href="mailto:humanresources@swarthmore.edu">humanresources@swarthmore.edu</a></li></ul>
<input type="checkbox"/>	A confidential exit survey will be sent to the employee's Swarthmore email. Please encourage the employee to complete and submit the exit interview form as soon as possible, prior to their departure date. Human Resources may follow up with additional questions.
<input type="checkbox"/>	Timesheet approval transfer to (if departing employee has direct reports): _____
<input type="checkbox"/>	Manager notifies the relevant groups to remove access to systems and retrieve P-cards, keys, OneCard (if leaving the College - confirm if secondary job is remaining active). Copy Paula MacDonald, <a href="mailto:pmacdon1@swarthmore.edu">pmacdon1@swarthmore.edu</a> on the email to each department. <ul style="list-style-type: none"><li>• P-Card: Pat Hearty <a href="mailto:phearty1@swarthmore.edu">phearty1@swarthmore.edu</a></li><li>• OneCard: <a href="mailto:onecard@swarthmore.edu">onecard@swarthmore.edu</a></li><li>• Keys: All keys returned to the manager to be properly recorded by the Lock Shop. Contact <a href="mailto:locks@swarthmore.edu">locks@swarthmore.edu</a> to return.</li><li>• System Access:<ul style="list-style-type: none"><li>◦ If access to email/drives is required, transfer access to: _____</li></ul></li><li>• Uniforms (if applicable): Manager to collect.</li><li>• Parking Passes: Manager collects and returns to Public Safety.</li></ul>
<input type="checkbox"/>	Recover laptop, and any College issued office equipment (monitors, printers, office furniture, etc.) and/or software from the employee. Arrange time to collect if working remotely.

### WORK WRAP-UP

<input type="checkbox"/>	Manager meets with the employee to get updates and access to ongoing projects including ensuring all files are moved to shared drives. Transfer program/software credentials to the responsible party.
<input type="checkbox"/>	Ensure the employee submits hours worked on their timesheet prior to the last day of employment.

SUPERVISOR INITIALS	DATE

DEPARTING EMPLOYEE INITIALS	DATE