

Student Employee Offboarding Checklist

Employee Name: _____ Position: _____
Employee NetID: _____ 800#: _____
Supervisor Name: _____ Department: _____
Reason for Leaving: _____ End Date: _____

Offboarding Requirements

Supervisor Responsibility

- Complete the Exit Survey/Interview
- Give the student the post- assessment
- Collect any keys the employee has and confirm they were the originally issued keys
- Terminate any access the employee has to electronic resources including databases or key-card access
- Update department website to reflect the change in staff (if applicable)
- Communicate the change in staff to other members in the department
- Review and approve the employee's final timesheet through SUNY Time and Attendance.

Employee Responsibility

- Submit written notice of employment termination to supervisor, including the final date of employment
- Turn in keys, uniforms, and special equipment issued by the department specifically for the job role
- Enter final timesheet into SUNY Time and Attendance
- Complete Post-Assessment
- Complete Exit Survey/Interview with Supervisor
- Clean out individual work area of personal belongings (if applicable)
- Update supervisor on the status of any work projects that will not be complete prior to the end of employment

Employee Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____