

DEPARTMENT EMPLOYEE OFFBOARDING CHECKLIST



Name		Department	
Supervisor		Last Day of Employment	

SUPERVISOR RESPONSIBILITIES - To be completed by the Supervisor

√	Obtain from Employee:	Return to:
	ID badge or Access Card	Human Resources
	Credit Cards / Gas Cards	Purchasing
	Keys-Building, Desk, File Drawers, Locker, Car	Facilities
	Tools, Safety Equipment	Department
	Uniforms	Department
	Cell Phone, Computer, Laptop, Tablet, Software, All Accessories	IT
	Manuals, Documents	Department
	Company Vehicle	Department
√	Complete and submit:	Submit to:
	Personnel Action Form (PAF)	HR
	Employee Written Resignation	HR
	Employee's Final Timesheet	Payroll
	Completed Department Employee Offboarding Checklist	HR
	Update Organizational Charts	Department
√	Notifications:	Department Responsible
	HR will Schedule Exit interview	HR
	Deactivation of phones, usernames, email and electronic access	IT
	Change door access codes	Facilities
	Inform staff of employee departure (if applicable)	Department

EMPLOYEE RESPONSIBILITIES - As instructed by Supervisor

√	To do:	Due Date:
	Return all city-owned property	By last day
	Organize working files and prepare for transfer of ownership	By last day
	Form 700 – Statement of Economic Interest if applicable; Call City Clerk's Office with Any Questions	By last day
	If mail is received, cancel subscriptions or change address	As soon as possible
	Inform clients and customers of departure/who to contact, if applicable	As soon as possible
	Confirm exit interview day and time	One week prior to separation date

SIGNATURES: Employee has returned all city property.

Employee Signature		Date	
Supervisor Signature		Date	