

Office of Human Resources
Rutgers, The State University of New Jersey
SEBS | NJAES
88 Lipman Drive, Suite 211
New Brunswick, NJ 08901-8525

Faculty and Staff Off-Boarding Checklist

The SEBS/ NJAES offboarding checklist serves as a guide for employees departing from their home department/units.
Please have your department administrator upload this completed document into the Shared Resource folder.

Employee Name:

Position Title:

Department/Unit:

Work Location:

Last Day of Employment:

I. Department/Unit's Supervisor Responsibilities

Please address the following items at least **two weeks** prior to the employee's last day:

- Obtain a signed separation letter from employee stating last day work and/or separation effective date (If Applicable).
- Finalize employee absence record.
 - Submit the employee's signed separation letter and the final absence record to the unit administrator for processing.
- Provide employee with the "Employee's Responsibilities" Checklist.
- Review employee the [termination of employment](#) web page if applicable and provide employee with the required [BC-10 form](#) (Unemployment Benefit Form).
- Discuss the status of pending project and duties with the employee.
 - Reassign tasks and access to systems.
- Create a replacement CARF and connect with SEBS/NJAES Human Resources' Office to discuss who will be handling the vacated duties.
- Work with employee to create a notification/communication plan to the departments/units.
 - Example: If an employee is leaving the university, a week prior to their departure, the employee should create an automatic reply indicating they no longer work with the university as of the effective separation date.
- If Supervisor, account for all:
 - Performance reviews (evaluations, correspondence, etc.), letters or emails containing resource commitments and unit strategic plans.
 - University Keys (Office, Cabinet/filing keys, etc.)
 - All University purchased, Research and Non-Research equipment.
- Removing or transferring equipment purchased on a grant, must be approved by the University's Research Financial Services and SEBS/NJAES' Business Office.
- Contact unit's webmaster to ensure any references of the employee are removed from the websites.
- Contact SEBS/NJAES IT department to remove all access.

Supervisor's Signature: _____ Date: _____

II. Employee's Responsibilities

Please attend to the below items at least two weeks prior to your last day.

- Submit an official signed separation (resignation or retirement) letter to supervisor.
 - Please indicate the effective separation date and your last day in the office.
- Work with your supervisor or SEBS/NJAES-HR to schedule an exit interview (optional).
- Discuss the status of any pending projects, including grand funded projects.
- Contact [OneSource](#) to discuss options available regarding health benefits, life insurance benefits, retirement and reimbursement (if applicable).
- Per [University Policy 70.1.1](#), migrate and delete all electronic files containing University data from personally owned devices (laptops, mobile devices, flash drives, etc).
 - Relocate and delete all personal and non-work files, emails, and information from all University-provided electronic equipment.
 - Uninstall all University-licensed software on personally owned devices.
- If in a supervisory role, ensure that budgetary records, performance reviews (evaluations, correspondence, etc.), letters or emails containing resource commitments and unit strategic plans are communicated with your immediate supervisor.
- Submit any non-reimbursed travel expenses.
- Return all items and equipment to supervisor or department administrator. Items that should be returned include:
 - University keys (office, cabinet/filing keys, etc.)
 - All University purchased equipment
- Removing or transferring equipment purchased on a grant, must be approved by the University's Research Financial Services (RFS) and SEBS/NJAES' Business Office.
- Remove all personal items from work location.
- Turn in this completed offboarding Checklist to your immediate supervisor.

Employee Signature: _____ Date: _____

Contact Information

OneSource Rutgers Faculty and Staff Service Center

- Benefits
- Leave (Family and Medical)
- Payroll

Telephone: 732-745-SERV (7378)

Fax: 732-932-8332

Portal: <https://onesource.rutgers.edu/hrportal>

SEBS – Office of Human Resources

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Email: el557@rutgers.edu

Phone: 848-932-3575

Web Development Team

Email: web-services@sebs.rutgers.edu

For additional resources please visit our website: ohr.rutgers.edu