

Faculty and Staff Off-Boarding Checklist

The SEBS/NJAES offboarding checklist serves as a guide for employees departing from their home department/units.
Return the completed cover sheet to SEBS/NJAES Office of Human Resources.

Employee Name:

Position Title:

Department/Unit:

Work Location:

Last Day of Employment:

I. Department/Unit's Supervisor Responsibilities

Please attend to the below 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's administrator for processing.
- ☐ Provide employee with the "Employee's Responsibilities" Checklist.
- ☐ Review 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/filling 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 and life insurance benefits and 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/NJAES' Office of Human Resources

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For additional resources please visit [UHR Rutgers' Employee Offboarding Checklist](#)