

Employee Offboarding Workflow

FAD Inter-Departmental Transfer

Notification

- Employee (EE) notifies Hiring Manager (HM) regarding transfer
- HM notifies HR Consultant and HR Coordinator
- HR Coordinator sends Exit Checklist to Manager, asking if EE has any direct reports that will need new Managers, and connecting them to their HR Consultant if they are looking to replace this role, cc'ing DA, EA and HR Consultant
- HR Coordinator sends FAD Transfer Checklist to EE, providing resources and information about transferring

Pre-Departure

FAD Department

- HM works with EE on transition plan
- HM works with DA/EA on transferring specific equipment, including removal of certain building access

Payroll/Finance

- HR Coordinator sends CADM Payroll team information about EE's new position within FAD, including new offer letter
- CADM Payroll process EE's new job information

Human Resources

- Manager lets HR Coordinator know if EE has any direct reports that need to be moved, and who they need to be transferred to
- If position needs replacing, Manager works with HR Consultant to kick off hiring process

Post-Departure

- HR Coordinator transfers EE's direct reports in Payroll, providing new managers with appropriate T&L and AM group access
- HR Coordinator transfers EE's ePerformance documents to new Manager
- HR Coordinator transfers the ePerformance documents of EE's direct reports, if any, to new Manager
- HR Coordinator moves EE to new department on Org Chart on the Friday after their departure
- HR Coordinator moves EE's direct reports to their new Manager in the Org Chart on the Friday after their departures