

# Employee Offboarding Workflow

## Term Date Expiration

### Notification

- HR Coordinator notifies Manager that employee (EE)'s term date is approaching.
- If extension is not pursued, HR team continues with exit process
- HR Coordinator sends Exit Checklist to Manager, cc'ing DA, EA and HR Consultant
- HR Coordinator sends Exit Checklist to EE, providing resources and information regarding Vacation Payout, Exit Interviews and final processes

### Pre-Departure

#### FAD Department

- HM works with DA on removal of user accounts and phones, and equipment retrieval, leaving desk phone for future hires
- EE distributes other equipment, keys and cards to Manager

#### Payroll/Finance

- CADM Payroll sets employee to be terminated in PeopleSoft

#### Human Resources

- HR Coordinator sends CADM Payroll team information about EE departure

### Post-Departure

- EE's ePerformance documents are automatically cancelled by the system
- HR Coordinator removes EE from FAD All-Staff Mailing List
- DA/EA removes EE from internal directories and lists
- HR Coordinator removes EE from Org Chart on the Friday after their departure
- CADM Payroll processes EE's last paycheck including their Vacation Payout
- HR Team moves EE Personnel File into Archives