



Employee Name:

Department:

Employee Manager:

Last Day of Employment

Staff Employee Off-Boarding Checklist

This checklist helps to ensure a smooth transition for employees who are off-boarding (leaving the University). Not all items listed below will apply to each employee.

For questions regarding the off-boarding process, please contact Human Resources at 412.397-6270 or humanresources@rmu.edu. The Termination of Employment policy is located at rmu.edu/hrpolicies.

Return copies of the off-boarding checklist to Human Resources during your scheduled Exit Interview.

Employee Checklist		Complete	N/A	Notes:
General				
Resignation Letter and/or Email	A letter/email of resignation must be submitted to your manager/supervisor with an effective date ten working days before the anticipated last work day. For employees who hold a position of director and above, notice must be provided at least 20 working days before the anticipated work day.	<input type="checkbox"/>	<input type="checkbox"/>	
Exit Interview	Schedule an exit interview with Human Resources.	<input type="checkbox"/>	<input type="checkbox"/>	
Exit Survey	Exit survey is completed online.	<input type="checkbox"/>	<input type="checkbox"/>	
PTO <i>PTO eligible employees</i>	All PTO information must be submitted to Human Resources (humanresources@rmu.edu) prior to your last day of employment. This includes: Carryover PTO days Did you carryover any PTO days from last calendar year? If yes, how many? PTO days used this year Please list the number of PTO days you've used this calendar year.	<input type="checkbox"/>	<input type="checkbox"/>	
Time Entry	Submit all time entry on or by your last working day.	<input type="checkbox"/>	<input type="checkbox"/>	
Address Change	Your final W-2 will be mailed to the mailing address on record (in Unit 4) at the time of your departure. Contact Payroll (rice@rmu.edu) if your address will change.	<input type="checkbox"/>	<input type="checkbox"/>	

Return of RMU Property	Return all University property: parking pass, keys, Freedom Card, purchasing card, etc. to Human Resources on your scheduled Exit Interview date.	<input type="checkbox"/>	<input type="checkbox"/>	
Meetings/Commitments	Cancel any meetings or commitments that are scheduled after your last day of employment.	<input type="checkbox"/>	<input type="checkbox"/>	
Purchasing Card	Submit any outstanding purchasing card receipts.	<input type="checkbox"/>	<input type="checkbox"/>	
Uniforms	Any uniforms provided by RMU are returned to your manager/supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	
Tuition Waiver Benefit and/or HDHP Medical Loan	If you've utilized the tuition waiver benefit or the HDHP medical loan, contact Human Resources <i>prior</i> to your last day of employment to discuss repayment.	<input type="checkbox"/>	<input type="checkbox"/>	

Complete N/A Notes:				
Technology & Miscellaneous				
Phone	Set an out of office message on your University phone. See your manager/supervisor for guidance on what should be included in the message.	<input type="checkbox"/>	<input type="checkbox"/>	
Email	Set an out of office message on your University email account. See your manager/supervisor for guidance on what should be included in the message. Ensure your RMU email is not linked to personal accounts (e.g. LinkedIn, Apple Store, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
Computer and other RMU Technology	Leave your computer and other RMU technology with your manager on around your last day.	<input type="checkbox"/>	<input type="checkbox"/>	
University files and records	Preserve all emails, documents or other materials on your computer and do not delete them. Discuss with your manager/supervisor the process for sharing and/or moving documents to shared folders or drives. Return all hard and soft copies of University saved files on any personal drives prior to final day of employment.	<input type="checkbox"/>	<input type="checkbox"/>	
University owned mobile device	Return University phone to manager/supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	
Personal files, records and emails	Remove all personal files from all University owned equipment prior to your last day of employment.	<input type="checkbox"/>	<input type="checkbox"/>	