



Offboarding Checklist Employee Responsibilities

Employee Checklist upon Separation

The following checklist must be completed for all employees who end their employment, whether through resignation, retirement, or termination.

The checklist provides the steps the employee needs to complete in order for the employee to officially exit from Fort Lewis College. This checklist includes important Human Resources information and departmental logistics. Following the steps outlined in the checklist will facilitate the transition of the employee from active employment to her/his eventual departure date.

Offboarding Checklist - (To be completed by the departing employee)

Employee's Name (Last, First, Middle) Position Title

Employee ID # Department

Date of Departure

Forwarding Address: _____

New Phone Number: _____ New Email: _____

The following checklist must be completed for all employees who are separating employment from Fort Lewis College.

Employee's Responsibilities:

Upon Notice of Departure:

- Submit resignation letter to the manager/supervisor
- Work with your supervisor to create a transition strategy and knowledge transfer plan (i.e., documenting project status, creating how to's, and identify important documents and contacts)

Schedule an in-person offboarding interview with the Director of Human Resources OR complete the online [Exit Survey](#)

Contact the Human Resources Department if you have questions regarding any of the following:

- Continuation of health coverage under COBRA
- Conversion or continuation of life insurance
- Distribution of retirement contributions
- Paid Time Remaining
- Leave Balances

Last Two Weeks of Departure:

Accounts Receivable Signoff (Accounting Office- Berndt Hall 140)
Confirm zero A/R balance

*Departmental Signature*_____

Library Signoff (Reed Library)
Return books and other items on loan

*Departmental Signature*_____

Last Week of Departure:

Departmental Signoff
(Items that should be returned or cleared through your home department including: cell phones, laptops, other IT issued equipment, any departmentally issued property, etc.)

*Departmental Signature*_____

Physical Plant Signoff
Return Keys

*Departmental Signature*_____

Departure Day:

Deactivate alerts in the [Skyhawk Alert Emergency Notification System](#)

HR Signoff
Return College ID, P-Card, Travel Card, Parking decal and this completed form (Berndt Hall, 210)

*Departmental Signature*_____

I understand that a resignation or retirement is a voluntary separation from employment with Fort Lewis College initiated by the employee. I may have rights to continued benefits as outlined in the relevant employee handbook (<https://www.fortlewis.edu/humanresources#>, under the “Handbooks” tab).

Date

Employee Signature