



Once a Jayhawk, Always a Jayhawk

Off-Boarding Checklist for Employees' Transfer/Separation

Thank you for your service to the University. As you prepare for your departure, the following steps will facilitate your transition:

Upon Determination of Departure:

Done **N/A**

	Submit a resignation letter to your supervisor – in writing and with a least two (2) weeks' notice. ⁱ
	If you have Benefits or Retirement questions, contact the Human Resource Management (HRM) Benefits Office at 785-864-7402 or benefits@ku.edu .
	<ul style="list-style-type: none"> - For KBOR retirement information, visit: http://humanresources.ku.edu/kansas-board-regents-plan-kbor. - For KPERS retirement information, visit: http://humanresources.ku.edu/benefits-retirement. - Effective October 1, 2019, if a member terminates employment on the 1st day of the month, SEHP benefits also terminate on the 1st day of the month. HSA & FSA contributions will be deducted from the first check of the month for a member terminating on the 1st day of the month. If a member terminates on the 2nd day of the month or later, SEHP benefits will terminate at the end of the month. SEHP deductions will be taken from both the first and second checks of the month. Employees are responsible for the semi-monthly premium deductions to ensure coverage to the end of the month. You may have the option to elect COBRA continuation health insurance coverage. - The Employee Assistance Program (EAP) is available for six (6) months for laid-off/non-retirees/non-COBRA separating employees. This is a benefit available not only for employees but also their family members living in the same household or dependent children. EAP offers former employees and their family members eight (8) no cost, face to face counseling sessions for serious issues like stress, anxiety, marital difficulties, and many others. EAP also offers financial management assistance and information, legal advice, and other services.

Two Weeks In Advance of Departure Date:

Done **N/A**

	Settle any parking or library fees or any other unsettled accounts.
	Submit any non-reimbursed travel expenses.
	If in a supervisory role, complete any pending performance evaluations.
	If necessary, update your contact information (address, phone and email), if necessary, at https://hr.ku.edu/ . ⁱⁱ
	Review leave payout information at http://humanresources.ku.edu/vacation-leave .
	- Contact HR/Pay at 785-864-0600 or hrpay@ku.edu if you have any questions.
	<p>Begin the Knowledge Transfer process; as applicable, e.g. provide your supervisor with:</p> <ul style="list-style-type: none"> - A project status report which might include: (a) A list of all current, outstanding and important upcoming projects, deadlines, special concerns, and tasks (b) A list of ongoing regular tasks (c) Open items on which you are currently working (d) Contact information for those with whom you have been working on tasks, projects, committees, etc. - A list of key people (internal and external) to whom someone else should be introduced before you leave. - A list of external agencies or groups (including contact information) with whom you interact in fulfilling your responsibilities. - Listing of location of files/records/emails related to current or past projects and tasks. - Checklists for tasks.

Within the Last Few Days of the Departure Date:

Done N/A

		Complete the Exit Interview Questionnaire online at: http://humanresources.ku.edu/document/employee-exit-questionnaire .
		Begin the process of removing personal belongings from the office.
		Work with your supervisor to move computer files (e.g., shared drive) and inform him/her of the location of paper files/documents, including confidential materials.
		As applicable, provide your supervisor with access and passwords to any electronic files and voicemail.

On Last Day:

Done N/A

		Ensure that all time and leave has been entered into HR/Pay in accordance with University policies.
		If in a supervisory role, process time and leave of subordinates, as necessary.
		Return department/University keys (office, desk, file cabinet, etc.).
		Return procurement card (P-Card), department credit cards, etc.
		Return University equipment and property (cell phone, laptop, thumb drive, tablet, disks, etc.).
		Work with your supervisor to create an “out of office” voice and email messages and discuss the announcement to staff about your departure.
		Remove remaining personal belongings from your office.
		Check with your supervisor for any departmental specific departure procedures.

ⁱ Failure to provide at least two (2) weeks’ notice may warrant inserting a statement (*insufficient notice*) in your permanent record, which may be considered grounds for non-reemployment in the future.

Notices of resignation and retirement for Unclassified Academic Staff and Faculty should be made in accordance with Resignation and Retirement Dates of Academic-Year Faculty, Policy on resignations and retirements should always be submitted in writing to the Dean, chairperson, director; or designee.

ii Unless deactivated at an earlier date upon request of the Department, KU email account access is retained for 210 days after departure. At 240 days, the inbox is deleted and the user will drop from the address book. Per the University’s Electronic Mail Policy (<http://policy.ku.edu/provost/electronic-mail-policy>): “The University supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic mail. However, complete confidentiality or privacy of email cannot be guaranteed. Confidentiality cannot be guaranteed because of the nature of the medium, the need for authorized staff to maintain email systems, and the University’s accountability as a public institution. . . . KU email accounts remain the property of the State of Kansas. The University routinely disables accounts after graduation or termination from the University.”

Access to University Administrative Systems (including email and DEMIS) is not the same as access to web-based employee services. A former employee will be able to view the MyKU Portal for paycheck and leave balances for 400 days after the effective date of the termination of employment.