



*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

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Submit a resignation letter to your supervisor – in writing and with a least two (2) weeks' notice.<sup>i</sup>

If you have Benefits or Retirement questions, contact the Human Resource Management (HRM) Benefits Office at 785-864-7402 or [benefits@ku.edu](mailto:benefits@ku.edu).

- 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>.

<input type="checkbox"/>	<input type="checkbox"/>
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If you have any questions about the impact to your employment benefits or wish to continue your health insurance coverage, please contact the Human Resource Management (HRM) Benefits Office at 785-864-7402 or [benefits@ku.edu](mailto:benefits@ku.edu).

- As of 01/01/2016, if you are leaving the University and have been participating in the State of Kansas Health Plan (SEHP), your active employee health insurance coverage will end the **last day** you will be in the position and 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

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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/>.<sup>ii</sup>

Review leave payout information at <http://humanresources.ku.edu/vacation-leave>.

- Contact HR/Pay at 785-864-0600 or [hrpay@ku.edu](mailto:hrpay@ku.edu) if you have any questions.

Begin the Knowledge Transfer process; as applicable, e.g. provide your supervisor with:

- 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	
<input type="checkbox"/>	<input type="checkbox"/>	Complete the Exit Interview Questionnaire online at <a href="http://humanresources.ku.edu/document/employee-exit-questionnaire">http://humanresources.ku.edu/document/employee-exit-questionnaire</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Begin the process of removing personal belongings from the office.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	As applicable, provide your supervisor with access and passwords to any electronic files and voicemail.

**On Last Day:**

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

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<sup>i</sup> 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.

<sup>ii</sup> Employees will continue to have access to their self-service in HR/Pay as long as they maintain their passwords.

Staff and faculty lose access to most services and accounts—including email—210 days after they leave the University, or earlier if their accounts are disabled by their department. 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.*