



Employee Off-Boarding Checklist
(for Full-time, Part-time, Adjunct, Emergency Hires)

Employee Name: _____ Supervisor Name: _____

Department: _____ Employee Title: _____

Separation date: _____ Change from full-time to adjunct/part-time? ___ yes ___x___ no

Last date of work if different from separation date: _____

Exit procedures: HR will initiate the distribution chain which includes the following staff members: Employee's Supervisor, Carolyn Walsh, Tonia Harrison, Florin Neagu, Dominic Cuccia (IT); Jebby Mathew, Yvette Henry, Cathi Roberts, Audrey Mostrowski (HR); Todd Sparks (Security), Pam Price (Library), Brad Kent (Marketing), Jami Van Exel, (Payroll), Mark Banyacski (Finance)

Immediate Supervisor:

- Request from employee: a written resignation or retirement announcement, specifying last day in office and number of vacation days to be used (if any) prior to last day. (Supervisor to submit/forward letter to HR@mccc.edu and send acknowledgment/acceptance directly to employee.)
- Submit Employee Status Change Form to Human Resources.
- Request from employee: keys to office, office cabinets, storage; college property such as hard copy files/materials, laptop, MCCC cell phone, and equipment. **Ensure laptop/electronic equipment and MCCC ID badge are returned to Human Resources on employee's last day.**
- Submit termination of accounts form via [MITTS](#) (use form for new hires and note that the person is terminating).** Identify external websites and external accounts to which the employee has access and remove name from these accounts. Reset passwords and reassign users to external accounts before employee's last day. Note: Employee access will be turned off no later than 4 p.m. on their last day.
- Remove employee name from signature processes.
- Notify Human Resources if last day of worked changed from originally intended separation date.

Information Technology: Deactivate systems and receive equipment from HR.

- | | |
|---|--|
| <input type="checkbox"/> Colleague UI Access | <input type="checkbox"/> Microsoft Teams sites |
| <input type="checkbox"/> Email Account | <input type="checkbox"/> Web pages |
| <input type="checkbox"/> AD Account | <input type="checkbox"/> Shared drives |
| <input type="checkbox"/> Digital Desk | <input type="checkbox"/> One Drive |
| <input type="checkbox"/> Mercer Accts./Laserfiche/HelloSign/NEOEd | <input type="checkbox"/> Laptop |
| <input type="checkbox"/> Blackboard | <input type="checkbox"/> Telephone Extension # _____ |
| <input type="checkbox"/> SharePoint | <input type="checkbox"/> College Voice Mail and Cell Phone |

Employee Off-boarding Checklist

Security

- Deactivate ID badge and parking access.

Marketing

- Remove name from departmental website and MCCC directory/phone book.

Library

- Ensure there are no outstanding materials (also via inter-library loan system). Notify HR if there are issues.

Human Resources

- Receive and file written resignation or retirement notice.
- Send employee exit notification to employee's supervisor, Carolyn Walsh (IT), Florin Neagu (IT), Tonia Harrison, Dominic Cuccia for HelloSign/Laserfiche licenses (IT), Jeby Mathew (HR), Yvette Henry, Cathi Roberts (HR), Todd Sparks (Security), Pam Price (Library), Brad Kent (Marketing), and Jami Van Exel, (Payroll), Mark Banyacski, (Finance).
- Send Exit Interview to Off-boarding employee.
- Determine if Tuition Reimbursement is owed.
- Update AFLAC, Dental benefit/COBRA, BenefitSolver, FSA, ABP/PERS/DCRP termination.
- Calculate final payroll (PTO, vacation, sick time if retiring) and send to Payroll Department.
- Collect MCCC photo ID card; forward to Security; Collect IT Equipment and deliver to IT.
- Enter employee as terminated/inactive status in Colleague (after payroll run); enter rehire status.
- Update mailing and email address and phone number in Colleague.
- Disable Applicant Tracking System Access and Relocate I-9 form to Term I-9 file.
- Relocate employee files to term file.
- Remove name from organization chart.