

Offboarding Checklist Template

Employee Name: _____

Last Day of Employment: _____

Checklist Completed by: _____

Benefits

| | |
|---|--|
| COBRA Notification/ Enrollment form | <input type="checkbox"/> Discussed <input type="checkbox"/> Notified in writing |
| VRS Retirement Plans – refer to www.varetire.org for information on next steps for their retirement funds | <input type="checkbox"/> Discussed <input type="checkbox"/> Notified in writing |
| Group Life Insurance – Notice of Conversion Privilege | <input type="checkbox"/> Discussed <input type="checkbox"/> Notified in writing |
| Long Term Care Continuation | <input type="checkbox"/> Discussed <input type="checkbox"/> Notified in writing |
| Leave Balances and leave payout eligibility | <input type="checkbox"/> Discussed <input type="checkbox"/> Notified in writing |
| Flexible Benefits | <input type="checkbox"/> Discussed <input type="checkbox"/> Notified in writing |

Pay

| | |
|------------------------------------|--|
| Notification of last paycheck date | <input type="checkbox"/> Discussed <input type="checkbox"/> Notified in writing |
|------------------------------------|--|

System Access

| | |
|-------------------------------|--|
| Computer Access Deactivated | <input type="checkbox"/> Ticket submitted to VITA/ Agency IT |
| Phone – voice mail access | <input type="checkbox"/> Ticket submitted to VITA/ Agency IT |
| Agency specific system access | <input type="checkbox"/> Ticket submitted to Agency IT |
| CARDINAL Access | <input type="checkbox"/> Ticket submitted to Cardinal Team |
| DHRM HR system access | <input type="checkbox"/> Ticket submitted to DHRM |
| Job specific system access | <input type="checkbox"/> Ticket submitted to Agency IT |

State Property

| | |
|---------------------------------------|---|
| Building / Office Access | <input type="checkbox"/> Badge ID card(s) collected <input type="checkbox"/> Office keys collected |
| Parking Permit | <input type="checkbox"/> Permit collected |
| Small purchase card, if applicable | <input type="checkbox"/> Card collected |
| Assigned State Vehicle, if applicable | <input type="checkbox"/> Car returned and keys collected |
| Laptop/ cell phone | <input type="checkbox"/> Laptop collected <input type="checkbox"/> Cell phone collected |
| Other equipment – list | |