

OFFBOARDING CHECKLIST FOR ADMINISTRATORS

All involuntary terminations must be approved in advance
by the Office of Human Resources. Call (206) 382-4570

FROM EMPLOYEE:

- _____ Resignation letter from employee (voluntary terminations)
- _____ Employment Verification/Reference release (signed by employee)

FROM SUPERVISOR:

- _____ Offboarding Checklist for Supervisors

FROM ADMINISTRATOR:

- _____ Signed Termination/Layoff letter (for involuntary terminations or layoffs)
- _____ Remind employee of pay lag payback (if taken in 2014)
- _____ Process final paycheck, including (if applicable): pay lag loan payback, vacation cash-out, outstanding expenses, and transition assistant.
- _____ Personnel Action Form to terminate benefits (sent to Benefits Services Office)
- _____ Contact Payroll Services to restrict UltiPro permissions to Employee Only, if had payroll administration access (ex: processing payroll)
- _____ End computer and email access (if involuntary term, arrange before discussion with employee for immediate removal of computer privileges)
- _____ Benefits When Leaving Employment brochure (given to employee)
- _____ Exit Interview (completed by someone other than the supervisor)
- _____ After final paycheck is received, terminate in UltiPro*, indicate rehire eligibility.

If employee is moving to other archdiocesan location, DO NOT TERMINATE, but instead transfer to new location.

- _____ Move I-9 to terminated binder, write term date on I-9
- _____ Move personnel file to term drawer
(Include the termination info form at the front of their file)
- _____ Inactivate in VIRTUS (Safe Environment)
- _____ Remove from website, bulletin, any other staff listings