



## OFFBOARDING CHECKLIST FOR ADMINISTRATORS

*\*All involuntary terminations must be approved in advance -  
Contact the Office of Human Resources (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 completed in Paycom - indicate rehire eligibility.

**\*\*If employee is transferring within Archdiocese, DO NOT TERMINATE, consult with Human Resources. \*\***

- \_\_\_\_\_ End computer and email access (if involuntary term, arrange before discussion with employee for immediate removal of computer privileges)
- \_\_\_\_\_ Provide Employee with *Benefits When Leaving Employment* [brochure]
- \_\_\_\_\_ Exit Interview
- \_\_\_\_\_ Move personnel file to term drawer.
- \_\_\_\_\_ Inactivate in VIRTUS (Safe Environment)
- \_\_\_\_\_ Remove employee from website, bulletin, any other staff listings.