Employee Offboarding Checklist

Knowledge Transfer
- Complete summary of ongoing projects and status to supervisor
- Necessary documents should be placed in a secure area for incoming replacement/and or supervisor.
- Make arrangements with the manager to move business related information from Google documents and sites.

Systems Access
- Retrieve logins and passwords for systems the employee had access to during employment (e.g. University social media accounts, website content management system.)
- Terminate computer software systems and shared drive access.
- Notify the Practice Management Office to disable IDX access (SLUCare Employees Only)
- Notify the program manager of the Office of Research and Innovation to deactivate eRS account and electronic comparative medicine PI and staff account.
- Contact the system security personnel to terminate employee access to SSM Healthcare systems.
- Notify IT to disable VPN and/or dial-up remote access.
- Notify IT to disable EPIC/Citrix access.

Recover Assets
- Computer Equipment: Laptop, Tablet & other misc. equipment
- Communications Equipment: Nextel, Pager, Headset & other misc. equipment
- Keys
- ID card (*Supervisor should destroy*)
- Uniform
- Travel & Entertainment Card and P-Card

Exit Interview (Optional)
Contact HR Consultant to conduct exit interview.

Benefit Information
- [Vacation Policy](#)
- [Summary of Benefits upon Separation](#)
- [Summary of Benefits upon Retirement pre 65](#) (*SLU defines retirement at age 60 with 7 or more years of continuous full-time service to the University.*)
- [Summary of Benefits upon Retirement post 65](#)
- If you or your dependents are presently enrolled at SLU using tuition remission you may direct questions to benefits@slu.edu.

On or Before Last Day
- Verify contact information in Workday and update if necessary.
- Save SLU Net ID and password for future access to Workday.
- Remove all personal items from office/work area.
- Provide pin code for voicemail to supervisor and change outgoing phone message.