Offboarding Checklist for Employees

Employee Name:

Final Date of Employment:

Employee ID Number:

☐	Meet with your supervisor to discuss transition planning such as: the status of projects and assignments, upcoming deadlines, document retrieval, procedural documents, passcodes, etc.
☐	Return the following items to your office location or the applicable department(s) on campus, as noted below: • Building/Office Keys/Key Fobs (Public Safety) • Purchasing Card/Cell Phone (Business Services) • Electronic Devices (Information Technology will arrange pickup) • Any other state-owned property
☐	Enter any final leave requests & submit final timesheet in time & leave reporting **before final date of employment** (if applicable)
☐	Complete remaining employee expense reports (if applicable)
☐	Pay any outstanding parking fees (if applicable)
☐	Return library materials (if applicable)
☐	Complete Exit Interview Questionnaire
☐	Determine date to vacate office with supervisor, if different than final date of employment Date:
☐	SAVE the following: • Employee Self-Service website: https://mn.gov/selfservice • Employee ID number *This information is needed to access paystubs, W-2 (if you consented to receive your W-2 electronically), update your address or direct deposit information.*
☐	Other departmental items: • • • • • •

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