Offboarding - Exiting Employee Checklist

Before the Last Day:

☐ Termination Date Notification – (Faculty/Staff/C1, C2) Ruth Koster (rkoster@umd.edu) and Traci Jackson (tt1jacks@umd.edu)
☐ Turn in Letter of Resignation – (Faculty/Staff/C1, C2) Paul Leisnham (leisnham@umd.edu), Ruth Koster (rkoster@umd.edu), and Traci Tillman Jackson (tt1jacks@umd.edu)
☐ Return P-Card – Traci Tillman Jackson (tt1jacks@umd.edu) and Nhu Nguyen (nnguyen8@umd.edu)
☐ Return P-Card – Nhu Nguyen (nnguyen8@umd.edu)
☐ Terminate Benefits – Ruth Koster (rkoster@umd.edu)
☐ COBRA – Contact Human Resources (301-405-5654)
☐ Cancel Building Key Card Access – Tina Scites (tscites@umd.edu)
☐ Return Keys – Tina Scites (tscites@umd.edu)
☐ Terminate Swipe Access – Tina Scites (tscites@umd.edu)
☐ Cancel Parking Permit – Tina Scites (tscites@umd.edu)
☐ Clear Network/Shared Accounts – Alex Bondar (ENSTiT@umd.edu)
☐ Return All Electronic Equipment – Alex Bondar (ENSTiT@umd.edu)
☐ Return Inventory List Equipment – Gary Seibel (gseibel@umd.edu)
☐ Transfer Critical Files to Applicable Individuals
☐ Clear Mailbox – confirm with Tina Scites (tscites@umd.edu)
☐ Provide Employee Forwarding Information – Ruth Koster (rkoster@umd.edu)
☐ Follow Environmental Safety, Sustainability & Risk Requirements for Vacating Laboratories – https://essr.umd.edu/about/research-safety/laboratory-safety
☐ Identify New Responsible Person for Any Federal Property Assigned to You – Gary Seibel (gseibel@umd.edu)
☐ Properly Dispose of Any Hazardous Materials Under Your Control – Gary Seibel (gseibel@umd.edu)
☐ Remove Faculty/Staff Webpages – Jonathan Stephanoff (stephanj@umd.edu)