

## **Offboarding - Exiting Employee Checklist**

### **Before the Last Day:**

- Termination Date Notification – (Faculty/Staff/C1, C2) Ruth Koster ([rkoster@umd.edu](mailto:rkoster@umd.edu)) and Traci Jackson ([tt1jacks@umd.edu](mailto:tt1jacks@umd.edu))
- Turn in Letter of Resignation – (Faculty/Staff/C1, C2) Paul Leisnham ([leisnham@umd.edu](mailto:leisnham@umd.edu)), Ruth Koster ([rkoster@umd.edu](mailto:rkoster@umd.edu)), and Traci Tillman Jackson ([tt1jacks@umd.edu](mailto:tt1jacks@umd.edu))
- Return P-Card – Traci Tillman Jackson ([tt1jacks@umd.edu](mailto:tt1jacks@umd.edu)) and Nhu Nguyen ([nnguyen8@umd.edu](mailto:nnguyen8@umd.edu))
- Return P-Card – Nhu Nguyen ([nnguyen8@umd.edu](mailto:nnguyen8@umd.edu))
- Terminate Benefits – Ruth Koster ([rkoster@umd.edu](mailto:rkoster@umd.edu))
- COBRA – Contact Human Resources (301-405-5654)
- Cancel Building Key Card Access – Tina Scites ([tscites@umd.edu](mailto:tscites@umd.edu))
- Return Keys – Tina Scites ([tscites@umd.edu](mailto:tscites@umd.edu))
- Terminate Swipe Access – Tina Scites ([tscites@umd.edu](mailto:tscites@umd.edu))
- Cancel Parking Permit – Tina Scites ([tscites@umd.edu](mailto:tscites@umd.edu))
- Clear Network/Shared Accounts – Alex Bondar ([ENSTiT@umd.edu](mailto:ENSTiT@umd.edu))
- Return All Electronic Equipment – Alex Bondar ([ENSTiT@umd.edu](mailto:ENSTiT@umd.edu))
- Return Inventory List Equipment – Gary Seibel ([gseibel@umd.edu](mailto:gseibel@umd.edu))
- Transfer Critical Files to Applicable Individuals
- Clear Mailbox – confirm with Tina Scites ([tscites@umd.edu](mailto:tscites@umd.edu))
- Provide Employee Forwarding Information – Ruth Koster ([rkoster@umd.edu](mailto: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](mailto:gseibel@umd.edu))
- Properly Dispose of Any Hazardous Materials Under Your Control – Gary Seibel ([gseibel@umd.edu](mailto:gseibel@umd.edu))
- Remove Faculty/Staff Webpages – Jonathan Stephanoff ([stephanj@umd.edu](mailto:stephanj@umd.edu))