

Offboarding - Exiting Employee Checklist

Before the Last Day:

- Termination Date Notification - (Faculty/Staff/C1, C2) Bob Carter (rcarter8@umd.edu) and Ruth Koster (rkoster@umd.edu)
- Turn in Letter of Resignation - (Faculty/Staff/C1, C2) Bill Bowerman (wbowerma@umd.edu), Bob Carter (rcarter8@umd.edu), and Ruth Koster (rkoster@umd.edu)
- Return P-Card - Blake Jeter (bjeter@umd.edu)
- Terminate Benefits - Ruth Koster (rkoster@umd.edu)
- COBRA – Contact Human Resources ([301-405-5654](tel: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/sites/essr.umd.edu/files/files/documents/closeout.pdf>
- 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)
- Notify Melissa Rogers to Remove Faculty/Staff Web Pages – (mroger@umd.edu)