

## **Offboarding - Exiting Employee Checklist**

### Before the Last Day:

- Termination Date Notification - (Faculty/Staff/C1, C2) Ruth Koster ([rkoster@umd.edu](mailto:rkoster@umd.edu))
- Turn in Letter of Resignation - (Faculty/Staff/C1, C2) Bill Bowerman ([wbowerma@umd.edu](mailto:wbowerma@umd.edu)) and Ruth Koster ([rkoster@umd.edu](mailto:rkoster@umd.edu))
- Return P-Card - Blake Jeter ([bjeter@umd.edu](mailto:bjeter@umd.edu))
- Terminate Benefits - Ruth Koster ([rkoster@umd.edu](mailto:rkoster@umd.edu))
- COBRA – Contact Human Resources ([301-405-5654](tel: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/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](mailto:gseibel@umd.edu))
- Properly Dispose of Any Hazardous Materials Under Your Control – Gary Seibel ([gseibel@umd.edu](mailto:gseibel@umd.edu))
- Notify Melissa Rogers to Remove Faculty/Staff Web Pages – ([mroger@umd.edu](mailto:mroger@umd.edu))