



## Offboarding Plan for Staff – Employee Responsibilities

Use this plan as a guide when departing from the University (ending employment by resignation, separation, retirement, reaching appointment end date). Please customize this plan related to the specific needs of your department/unit.

### UPON DECISION OF DEPARTURE

- Resignation Letter. Submit resignation letter that states your last day of work to your chair/head.
- Pending Projects. Discuss status of pending projects and duties with supervisor/manager
- Insurance Benefits. Contact the Benefits Office (472-2600) to discuss status and options available regarding health and life insurance benefits and retirement and reimbursement accounts. Retirement planning documents can be found online at <http://hr.unl.edu/benefits/retirement>.
  - Continuation of health coverage under COBRA
  - Conversion or continuation of life insurance
  - Distribution of retirement contributions
  - Retirement accounts
- Files on your work computer. Review and purge files. Retrieve or delete personal and non-UNL work files, emails, and information from your work computer and UNL provided electronic equipment. If in a supervisory role, ensure that budgetary records, performance reviews (evaluations, correspondence, etc.), letters or emails containing resource commitments and unit strategic plans are labeled and organized in hard copy files for the supervisory successor.
- OneDrive. Review, purge and transfer files saved in your OneDrive account. Access to these files/folders end immediately following your last day of employment, unless you have a subsequent active appointment (e.g. affiliate position or transfer to another UNL position). You may want to consider other cloud storage solutions with an account tied to your personal email address storage solutions (e.g. Dropbox).
- Payroll Deposit. If you are changing bank accounts, be sure your information is updated in Firefly Employee Self Service (ESS) so you can receive your final paycheck. **Please allow a minimum of one full pay cycle for changes in your direct deposit account to take effect.**

### TWO WEEKS IN ADVANCE OF DEPARTURE DATE:

- Subscriptions. Process change of address (mailing and electronic) for periodical and other subscriptions received at work location.
- Campus Services. Contact University offices as appropriate to discuss continued service options or notify providers of your last day of employment to end services.
  - University Athletics Ticket Office: 402.472.3111
  - University Parking: 402.472.1800
  - Campus Recreation: 402.472.3467
- University Data. Migrate and delete all electronic files containing University data from personally owned computer, mobile devices, and cloud storage media (e.g. flash drives, etc.). Return all paper documents containing university data to department.

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- Licensed Software. Remove or uninstall all University licensed software on personally owned computer and mobile devices.
- Travel Expenses. Submit any non-reimbursed travel expenses.
- Exit Interview. Request and schedule exit interview with supervisor/manager, dean, chair or head, if applicable.

### **WITHIN LAST FEW DAYS OF DEPARTURE DATE:**

- University Equipment. Return all UNL items and equipment to departmental chair or head. Confirm status of equipment via Objects on Loan and Key Management. Items that should be returned include:
  - University purchasing card
  - University photo ID card
  - All building, room, cabinet and file keys
  - UNL mobile devices (i.e., laptop computer, iPad and/or tablet)
  - University-issued job apparel and accessories
  - Laboratory Equipment (i.e., radiation badge/ring)
  - Return Departmental Parking Permit and/or Fuel Card
- Forwarding Address. Update your forwarding address in Firefly Employee Self Service (ESS) so you can receive your final W-2.
- Personal items. Remove all personal items from work location.
- Email (Microsoft 365). Email access ends immediately following your last day of employment and all content from your @unl.edu (and @huskers.unl.edu, if applicable) will be permanently deleted, unless you have a subsequent active appointment (e.g. transfer to another UNL position).
  - To keep your personal contacts and emails, you will need to save these prior to your last day of employment.
  - You may also want to set an out of office reply or establish a rule to automatically forward messages, to function for up to seven days after your last day of employment.
  - If you have a student/alumni @huskers.unl.edu account, it will be suspended for seven days when you end your faculty/staff employment and any email sent to that account will receive a bounce back. After the seven days your @huskers.unl.edu account will be available to you and will no longer have any content.
  - If you are also a student and will continue as a UNL student after your employment ends, you should ensure your email address in MyRed has your @huskers.unl.edu address.

There are resources available to help you retrieve information from your @unl.edu email account. Contact the Huskertech Help Center for assistance.

- Sign the completed **Separation of Employment Checklist** with your supervisor.