



OFFBOARDING CHECKLIST FOR EMPLOYEE

Initial once action is completed

RETIRING

- Meet with Engineering Benefits to discuss retirement.
- Move vacation payout to a TDA account (optional).
- Return your staff ID/badge, office keys, parking/business permits, and university-issued equipment (e.g., laptop, iPad).
- Provide your payment/travel card and voicemail passcode.
- Submit business-related hard copy documents and grant access to electronic files.
- Share a list of technology access, emails, and committees with your business team and manager.

TERMINATING

Are you moving to another state agency?

- If transferring to another State Agency, your prior state service will transfer; sick leave will transfer if there's no break in service.
- You can move your vacation payout to a TDA account (optional).
- Return your staff ID/badge, office keys, parking/business permits, and university-issued equipment (e.g., laptop, iPad).
- Provide your payment/travel card and voicemail passcode.
- Submit business-related hard copy documents and grant access to electronic files.
- Share a list of technology access, emails, and committees.
- Benefits will end on the last day of the month of termination (e.g., terminate on Sept. 14, benefits end Sept. 30).
- Navia will mail a COBRA packet within 14 days of voluntary termination.

TRANSFERRING WITHIN A&M SYSTEM

- Make Notify your current business office about your internal transfer.
- Return your staff ID/badge, office keys, parking/business permits, and university-issued equipment (e.g., laptop, iPad).
- Provide your payment/travel card and voicemail passcode.
- Submit business-related hard copy documents and grant access to electronic files.
- Update your parking through the Transportation website; your new department's parking rep can assist if needed.
- Share a list of technology access, emails, and committees.

EXIT SURVEY

- Link to exit survey
- Please reach out to Ninette Portales: ninette@tamu.edu to complete an exit survey

Certified By: _____

Date: _____