

Offboarding Procedures

Both employees and supervisors have responsibilities when an employee leaves the university.

The Offboarding Workflow should be submitted no earlier than two weeks prior to an employee's final workday. This applies to all employees leaving the University, except in the following cases:

? Faculty teaching two or more consecutive semesters

? Overload assignments

? Sponsored (Non-employee) individuals – Contact HR directly to request account inactivation and system access removal

? Employee transfers – The new department should complete a Taleo offer to initiate the transition

More questions employee offboarding? Contact:

? A-State Payroll

? 870-972-3454

? payroll@astate.edu

- [Employee Procedures](#)
- [Department Initiators and Supervisors](#)

Employee Procedures

I am leaving my job at the university - what should I do?

To prepare for departure, employees should:

1. Return all university-owned property to your supervisor as early as possible prior to your last day of work.
2. Submit all leave or time.
3. Pay off any travel advances and/or other outstanding balances online in Self Service or at the Cashier's Window.
4. Contact Payroll Services to ensure your mailing address is up to date.
5. Payroll Services will not release your last paycheck until Items 1, 2, and 3 are completed.
6. Contact Human Resources for any questions regarding continuation of benefits through COBRA.

When will my benefits end?

Human Resources will begin processing the termination of benefits once the offboarding notification is received.

Your benefits will end on the last day of the month in which your employment ends.

Will I receive a vacation payout?

Payroll Services will calculate the vacation payout for eligible employees who have accrued annual leave. This payout cannot exceed 240 hours or the balance in the employee's annual leave account, whichever is less. The check will be issued within 30 days of completing the checkout process.

More questions about offboarding? Review the [operating procedure](#) or contact:

? A-State Human Resources / Payroll

? 870-972-3454

? hr@astate.edu or payroll@astate.edu

Department Initiators and Supervisors

In preparation for your employee's separation from the university, please submit an Offboarding Workflow **no earlier than two weeks prior** to an employee's final workday. This applies to all employees leaving the University, except in the following cases:

?Faculty teaching two or more consecutive semesters

?Overload assignments

?Sponsored (Non-employee) individuals – Contact HR directly to request account inactivation and system access removal

?Employee transfers – The new department should complete a Taleo offer to initiate the transition

What is the employee offboarding process?

1. Ensure the employee has returned all university-owned property and submitted their leave or time.
2. Initiate the offboarding workflow via [Pack Portal](#).
3. Click on the Workflow icon.
4. Under User Profile, click on My Processes and the ASU_TERMINATION_PROCESS link.
5. Review, complete, and approve the workflow.
6. Contact cpi-security@astate.edu if the ASU_TERMINATION_PROCESS isn't available.

Helpful Offboarding Workflow Guides:

[Offboarding Workflow Initiator Guide](#)

[Offboarding Workflow Supervisor Guide](#)

[Operating procedure](#)

More questions about how to submit an Offboarding Workflow?

? A-State Payroll

? 870-972-3454

? payroll@astate.edu