

# 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](mailto: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](mailto:payroll@astate.edu)

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