Offboarding Checklist:  

**Employee Tasks to Complete**

**STEP 1:**
- Submit your resignation letter or email to your supervisor.
- If considering retirement, schedule time to speak with the HR Retirement Administrator, about benefits that may be available to you.

**STEP 2:  ** **TWO WEEKS PRIOR TO LEAVING**
- Check with your department’s Payroll/Leave Administrator to take care of any outstanding reimbursements or any other unsettled accounts.
- Update your Greenshades paystub account to receive emails in your personal email account.
- Label and provide supervisor any relevant hardcopy files or electronic files for your successor.
- Review the “Additional Information” section on the Offboarding website to identify relevant items.

**STEP 3:  ** **SEVERAL DAYS PRIOR TO LEAVING**
- Submit your final timesheet/leave report. Delegate supervisor responsibilities, if applicable.
- Remove all personal items from offices or lockers.
- Return all keys, ACPS/LG credit cards/travel cards, ID badges, parking permits, portable computer/tablet/cell phone/pager, uniforms or other ACPS/LG items to your supervisor.
- Delete or transfer any electronic files containing ACPS/LG data or ACPS/LG licensed software from your personally owned electronic devices and media to ensure proper retention and confidentiality. Ask your supervisor and/or the DART/IT staff if you have any questions.
- Complete online anonymous Exit Survey. The results are sent directly to Human Resources.
- Ask your supervisor for an in-person exit interview (optional).

**STEP 4:  ** **AFTER LEAVING**
- Any annual leave or comp time remaining (up to the max allowed) will be paid out within 2 pay cycles. Sick leave will not be paid out. However, certain school employees may be able to transfer sick leave. Please check with your new school division for additional details.
- Update Greenshades of all address changes during the year so we can ensure all W-2 & 1095 tax statements are properly sent in January. Notification should be in writing; an email message is acceptable.