Employee Off-Boarding Process

1. Employee submits resignation letter to Supervisor.
2. Supervisor provides employee off-boarding website link.
3. Supervisor gets signature on off-boarding letter and submits to School/Dept. HR/Payroll Administrator.
4. Supervisor submits resignation letter to School/Dept. HR/Payroll Administrator.
5. School/Dept. HR/Payroll Administrator (may be same person as Supervisor).
6. School/Dept. HR/Payroll Admin submits e-EAR w/ attached resignation letter and off-boarding letter to HR.
7. HR processes EAR for removal from GP.
8. HR provides employee off-boarding website link.
9. Human Resources.
10. Supervisor.