

# COD Off Boarding Task List

Screenshot of Off Boarding task list from NeoGov System

<input type="checkbox"/> OFF BOARDING
<input checked="" type="checkbox"/> Obtain all City of Denton property (e.g., keys, fobs, ID badge, Pcard, manuals, uniforms, laptop, iPad, radios, tools, etc.). Return ID badge to Facilities Management and Pcard to Purchasing
<input checked="" type="checkbox"/> Complete a final timecard in Kronos for the employee, make any necessary adjustments and verify sick and vacation accruals.
<input type="checkbox"/> Complete HR Business Partner part of exit interview
<input checked="" type="checkbox"/> Send Exit Interview to Department Head
<input checked="" type="checkbox"/> Settle any outstanding cash or expense transactions including travel advances or travel reports.
<input checked="" type="checkbox"/> Ensure the employee has settled any outstanding cash or expense transactions including travel advances or travel reports.
<input checked="" type="checkbox"/> Download and review additional offboarding reminders
<input type="checkbox"/> Complete and sign resignation letter
<input type="checkbox"/> Accept and sign employee resignation letter
<input type="checkbox"/> Complete Employee Knowledge Transfer Questionnaire
<input type="checkbox"/> Review employee's Knowledge Transfer Questionnaire
<input checked="" type="checkbox"/> Download and review additional offboarding reminders.
<input type="checkbox"/> Complete Rehire Eligibility Form
<input type="checkbox"/> Review and Complete Rehire Eligibility Form
<input checked="" type="checkbox"/> Notify the timekeeper of the anticipated resignation date and any change to the resignation date.
<input checked="" type="checkbox"/> Check Kronos: Ensure employee's time and vacation hours are accurate in Kronos.
<input type="checkbox"/> Complete Exit Interview
<input type="checkbox"/> Review and Complete Acknowledgement of Benefit Information Received Form
<input checked="" type="checkbox"/> Return ALL City of Denton property: If you do not return all property, the value of the property may be deducted from your final paycheck.