



SAINT LOUIS UNIVERSITY EMPLOYEE OFF-BOARDING CHECKLIST

First Name: Banner ID Number
Last Name: User ID: Department
Last Day: Payroll: Monthly Bi-Weekly

Please initiate this form once an employee has submitted a letter of resignation or is involuntarily terminated.

- An EPAF must be submitted ASAP (within 2 business days of receiving resignation letter)
The EPAF initiates system notification for termination of computer system access.

Supervisor Checklist

Yes N/A
Collect resignation letter from employee
Send copy of resignation letter to Business Manager
Send original resignation letter to HR
Inform employee SLU Benefits department will send separation benefit information (COBRA)
If employee is terminated involuntarily, ensure all systems are removed immediately
Notify the director of Pius/Med School Library that the employee is leaving the University
Notify the Practice Management Office to disable IDX access (SLUCare Only)
Notify the program manager of the Office of Research and Innovation to deactivate eRS account and electronic comparative medicine PI and staff account
Contact security personnel of all employee access to Tenet and SSM Healthcare systems
Notify Information Technology Services to:
Disable VPN and/or dial-up remote access
Disable EPIC/Citrix access
Items to be collected:
Keys
ID Card
Uniform
Communication Equipment
Computer Equipment
Travel & Entertainment Card and P-Card (from Employee)

Supervisor Signature

Date



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Business Manager Checklist

- Yes N/A checkboxes for Business Manager Checklist items: Process termination EAPF, Check EAPF to ensure completion, Check Vacation Payout/accrual, Terminate computer software systems & shared drive access, Change name in approval queues for banner finance and/or timekeeping, Update organization chart, Employee job requisition on people admin submitted, Items to be collected, Travel & Entertainment Card and P-Card (from Supervisor)

Business Manager Signature

Date

Employee Checklist

- Yes N/A checkboxes for Employee Checklist items: Notify Parking and Card Services to cancel your parking prior to your last day (314) 977-2957, I have verified that my permanent address in Banner Self Service is accurate, I have saved my SLUNet ID and password, as I will have indefinite access to my employee records in Banner Self Service via URL http://banner.slu.edu, Complete HR Exit Survey/Interview, Necessary documents should be placed in a secure area for incoming replacment and/or supervisor (electronic or paper), Make arrangements with manager to move business related information from email, documents and sites, Change outgoing phone message, Provide voicemail pin code to supervisor, Remove all personal items from office/work area, Complete summary of ongoing projects and status to supervisor, I and/or my dependents are presently enrolled at Saint Louis University using Tuition Remission, I have purchased and installed Microsoft campus software from the university ITS department for a home computer during my employment, I am presently making payments through payroll deduction for items purchased through the University, I have outstanding travel advances or loans through the University, I have books on loan from the Pius and/or Medical Center libraries, Items to be returned to Supervisor: Keys, Uniform, Communication Equipment: Nextel, Pager, & other misc. equipment, Computer Equipment: Laptop, Tablet, & other misc. equipment, Travel & Entertainment Card and P-Card



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Forwarding Address:
Street
City, State, Zip
Email (Non-SLU)
Phone (Non-SLU)

Employee Signature

Date

Please scan and send only those noting address or phone number changes to hris@slu.edu