



EMPLOYEE OFF-BOARDING CHECKLIST

The following checklist is provided to assist employees and administrative heads with the separation process. Separating employees are required to return all Judiciary property issued to them.

Employee Name: _____ **Title:** _____
Location: _____ **Manager:** _____
Last Day Worked: _____ **Separation Date:** _____

Part 1: Actions to be completed by Employee		
<u>Yes</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	1. Submit Letter of Resignation / Retirement Forms (minimum of 2 weeks' notice) Transfer to State Agency: _____
<input type="checkbox"/>	<input type="checkbox"/>	2. Complete Exit Interview Questionnaire
<input type="checkbox"/>	<input type="checkbox"/>	3. Direct any benefit questions to your HR Benefits Coordinator. Your COBRA packet will be mailed by the Dept. of Budget and Management/Employee Benefits Division. You may contact them directly at 410-767-4775.
<input type="checkbox"/>	<input type="checkbox"/>	4. Confirm your mailing address is correct in CONNECT.
<input type="checkbox"/>	<input type="checkbox"/>	5. File Financial Disclosure, if applicable. (must be filed within 60 days of separation: https://efds.ethics.state.md.us/)
<input type="checkbox"/>	<input type="checkbox"/>	6. Submit final Timesheet in CONNECT – direct any questions regarding final leave payouts to the Office of Payroll Services.
<input type="checkbox"/>	<input type="checkbox"/>	7. Submit any outstanding Expense Reimbursement Requests.
<input type="checkbox"/>	<input type="checkbox"/>	8. Contact the Education Department for outstanding monies owed for tuition reimbursement.
Part 2: Property to be returned by the Employee to the Manager/Administrative Head		
<u>Yes</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	1. Return State Identification Badge
<input type="checkbox"/>	<input type="checkbox"/>	2. Return County Identification Badge
<input type="checkbox"/>	<input type="checkbox"/>	3. Return Keys/Keycards to Building, Office, Desk, File Cabinets, etc.
<input type="checkbox"/>	<input type="checkbox"/>	4. Return Parking Pass
<input type="checkbox"/>	<input type="checkbox"/>	5. Return Laptops/Tablets (including charger, case, cables)
<input type="checkbox"/>	<input type="checkbox"/>	6. Return cellphone (including charger, case)
<input type="checkbox"/>	<input type="checkbox"/>	7. Return Procurement Card

Part 3: Actions to be completed by Manager/Administrative Head		
<u>Yes</u> <input type="checkbox"/>	<u>N/A</u> <input type="checkbox"/>	1. Complete the Separation Request in CONNECT and attach supporting documentation. Indicate Last Day Worked in Comments box.
<input type="checkbox"/>	<input type="checkbox"/>	2. Contact Employee Relations for instructions regarding Involuntary Separations.
<input type="checkbox"/>	<input type="checkbox"/>	3. Notify Building Security immediately if separation is Involuntary.
Part 4: Property Collected to be Returned by Manager/Administrative Head		
<u>Yes</u> <input type="checkbox"/>	<u>N/A</u> <input type="checkbox"/>	1. Return State Identification Badge to: Office of Security Administration
<input type="checkbox"/>	<input type="checkbox"/>	2. Collect keys/keycards to Building, Office, Desk, File Cabinets, etc.
<input type="checkbox"/>	<input type="checkbox"/>	3. Return Procurement Card (P-Card) to Procurement.
<input type="checkbox"/>	<input type="checkbox"/>	4. Request a list of assigned Judiciary Property from ServiceNow and make sure all property is returned. Open Service Now incident to reassign property.
<input type="checkbox"/>	<input type="checkbox"/>	5. Return Judiciary issued Cell Phone to Office of Facilities Administration.