SBS Off-Boarding Process (For Unit Business Personnel)

Employee

- Gives Written Notice to Supervisor or Hiring Manager
- Receives Exit Interview Invitation & Exit Survey
- Exit Interview
- **Completes Exit Interview and/or Survey**

Unit Personnel

- Accesses Offboarding Checklist *(from SBS Business Website or SBS Business Team)*
- Completes Checklist with SBS Tech, Unit and Employee
- Sends Completed Checklist to SBS Business Office
- **Completes Termination Transaction**

SBS Tech

- Unit Notifies SBS Tech
- -Shared drives
  -Outlook, Box, DocuWare, UA Vitae
  -Websites / portals
  -Collect equipment
  -Data needs
- Sends Completed Checklist Back to Unit
- **Completes SBS Tech Offboarding**

SBS Business

- Unit Notifies Dean's Office of Written Notice
- Exit Interview Invitation Sent
- Email Survey Sent
- Conduct Exit Interview and Compile Report
- Receives Completed Checklist from Unit
- **Save Checklists in Personnel Docuware**
- Receives Termination Transaction from Unit
- *Offboarding Complete*