



DHR EMPLOYEE OFFBOARDING CHECKLIST SILVER LAKE AND READ'S WAY LOCATIONS – Internal	
Effective Date: January 29, 2025	Supersedes: N/A
Application: DHR Silver Lake and Reads Way	<i>Intentionally Left blank</i>

This checklist is the responsibility of the separating employee's supervisor.

Employee Name:	Effective Date:
Employee's Email Address:	Supervisor's Name:

Employee Actions

- Forward written resignation notification to supervisor, and to [DHR Personnel Notifications@delaware.gov](mailto:DHR_Personnel_Notifications@delaware.gov) and [DHR Offboarding@delaware.gov](mailto:DHR_Offboarding@delaware.gov)
- Before last employment day at the Agency, delete voicemails on the office phone (Jabber and/or physical phone), forward any critical messages, and set up an out-of-office message on the phone. *Supervisor, please note, phone number should be recycled for the next employee.*
- Before last employment day, set up and turn on an out of office message on the email account, including a new contact person's email and phone number.
- Coordinate reoccurring meetings to another member or supervisor

Gather the following items that need to be returned to your supervisor on or near your last day in the office:

- Keys, such as office and filing cabinet (label which office or filing cabinet the key secures).
- Department-issued devices and equipment such as the laptop, laptop bag, headphones, keyboard, mouse, and other devices (be sure to include laptop charging cables).
- State cell phone, if provided.
- Pcard, if provided
- ADA devices, if provided by the agency.

Supervisor Actions

Most actions should occur on the last day of employment unless the capability exists to initiate action with an effective date.

Collect the following from the employee.

- Filing cabinet keys, if applicable, label which filing cabinet the key belongs. The supervisor may keep the keys for next staff member.



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- Office keys – Label the keys to the office to which the key belongs. Supervisor may keep for next staff member.
- Security badge
Return to *DHR Benefit Representative*
- Key fob (for Reads Way)
Return to *DHR Benefit Representative*
- Laptop, laptop bag, mouse, keyboard, and headphones
Make sure the laptop cord is included. The supervisor is to retain these items for new employees.
- State cell phone, if applicable
Contact *John Greenage, IT Director*, for instructions (john.greenage@delaware.gov). Instructions will be provided on how to wipe the device and sign out of iCloud.
- State PCard, if applicable
Return the credit card to *Cherie Dodge Biron, Director of Financial and Administrative Services*.
- Paradee Training Room keys and security badge (training staff only).
Return to *Amber Clendaniel*

Deactivate Accesses

- Request to terminate access to fleet vehicles by emailing fleetreservation@delaware.gov and copy *Cherie Dodge Biron, Director of Financial and Administrative Services* (cherie.dodge-biron@delaware.gov).
- Remove network and email access via the **IT Access OFFboard** tile at <https://id.delaware.gov>

To remove an employee's network access, make changes to the employee email, including disabling email, and update distribution lists, go to <https://id.delaware.gov/home/bookmark/0oac2f7xfdNuVQBQI4h7/2557>. A job aid with detailed instructions is found on DHR's intranet page; the links are below. The form requires information about who is separating, the effective date, and the reason for separation.

For separations (employees leaving the State of Delaware agencies), go to <https://intranet.dhr.state.de.us/it-support/documents/account-deactivation-instructions.docx>. This will remove network access, disable email address accounts, and remove employees from distribution lists.

For transfers or modifications, go to <https://intranet.dhr.state.de.us/it-support/documents/modify-transfer-user-account-form.pdf?ver=0408> to make changes to network access, state email address, and distribution lists.
- Work with the employee to transition ownership of TEAMS solely owned by the employee.
- Remove from Unemployment portal. (Only for HR Manager supporting DHSS)



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- Update contact information for the Office of Pensions - [Office of Pensions - State of Delaware - Contact Change Request](#)
- Update contact information for the Statewide Benefits Office relating to access to The Hartford Short-Term Disability portal – benefits@delaware.gov
- Submit an email to DHR_Offboarding@delaware.gov and request the following:
 - Request removal of DHR eVerify HR User
 - Request deactivation of PHRST access
 - Request deactivation of FSF access
 - Request deactivation of DHR OnBase
 - Request deactivation of Delaware LaunchPad (DLP)
 - Request to move a special license to an alternative employee, such as a Zoom license.
 - Delaware Learning Center (DLC)—For transfers only, include the name to have the employee removed from HR Admin groups.
 - Request to update the phone list and office layout
 - Request to update Archive Record Officer list, if applicable

Miscellaneous Actions

- Ensure that all leave requests are approved in eSTAR.
- Remove the Nameplate in the designated office/cubicle/touchdown space.
Contact the receptionist if the suction cup is needed to remove the plastic cover on the office nameplate holder.
- Update DHR Intranet/Internet pages – send requests DHR_Web_Requests@delaware.gov .
- Update the COOP plan to remove employees from the plan by contacting the division's COOP Coordinator.