



**DHR EMPLOYEE OFFBOARDING CHECKLIST  
SILVER LAKE AND READ'S WAY LOCATIONS**

<b>Effective Date: January 1, 2026</b>	<b>Revision Date: March 6, 2026</b>
<b>Application: DHR Silver Lake and Reads Way</b>	<b>Supersedes: N/A</b>

**THIS CHECKLIST IS THE RESPONSIBILITY OF THE SEPARATING EMPLOYEE'S SUPERVISOR.**

<b>Employee Name:</b>	<b>Effective Date:</b>
<b>Employee's Email Address:</b>	<b>Supervisor's Name:</b>

**1. Employee Action**

- 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;
  - Set up an out-of-office message on the phone;
  - Supervisor, please note the phone number should be recycled for the next employee.**
  - Set up and turn on an out of office message on the email account;
  - Include a new contact person's email and phone number;
  - Coordinate and forward 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. **Please remember to sign out of your Apple ID when returning your iPhone;**
  - Pcard, if provided;
  - ADA devices, if provided by the agency.

**2. 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 (The Supervisor may retain the below for the next staff member):**
  - Filing cabinet keys, if applicable, label which filing cabinet the key belongs;
  - Office keys – Label the keys to the office to which the key belongs;
  - Laptop, laptop bag, mouse, keyboard, and headphones;
  - Make sure the laptop cord is included.
- Collect the Following (Don't retain for next staff member):**
  - Security badge: Return to DHR Benefit Representative;
  - Key fob (for Reads Way): Return to DHR Benefit Representative;
  - State cell phone, if applicable; Contact IT Director, for instructions. Instructions will be provided on how to wipe the device and sign out of iCloud;
  - State PCard, if applicable: Return the credit card to Director of Financial and Administrative Services.
  - For Training staff only: Paradee Training Room keys and security badge must be returned to the designated Training & HR Solutions staff.

### 3. Deactivate Access

- ❑ Request to terminate access to fleet vehicles by emailing [fleetreservation@delaware.gov](mailto:fleetreservation@delaware.gov) and copy the Director of Financial and Administrative Services.
- ❑ 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](#). to make changes to network access, state email address, and distribution lists.
- ❑ Work with the employee to transition ownership of any Teams channel solely owned by the employee.
- ❑ Remove from Unemployment portal. (Only for HR Manager supporting DHSS)
- ❑ 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](mailto:benefits@delaware.gov)
- ❑ Submit an email to [DHR\\_Offboarding@delaware.gov](mailto:DHR_Offboarding@delaware.gov) and request the following:
  - Request removal of DHR E-Verify 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

### 4. 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](mailto:DHR_Web_Requests@delaware.gov) .
- ❑ Update the COOP plan to remove employees from the plan by contacting the division's COOP Coordinator.