

Checklist for Offboarding Employees at Aarhus University (Academic Staff/VIP and Technical-Administrative Staff/TAP) Checklist for Immediate Supervisor (LD)

USAGE OF THE CHECKLIST

The checklist provides a comprehensive list of tasks to be completed in the period leading up to and following the employee's departure.

The checklist is based on the following scenarios:

1. Employee with a single employment relationship at Aarhus University (AU):
Note that special offboarding processes may apply to employees with multiple employment relationships.
2. Employee leaving a position at AU and thereby ending their employment with AU:
Be aware that special reboarding processes may apply to employees transitioning between service locations or returning from a leave of absence.

RESPONSIBILITIES AND TASK EXECUTION

As a general rule, the immediate supervisor is responsible for ensuring a proper offboarding process. However, some tasks involve other actors.

Refer to the columns "Responsible" and "Executor" (to be filled out locally):

- ✓ **LD:** Immediate Supervisor
- ✓ **MA:** Employee
- ✓ **IL:** Head of Department
- ✓ **SEKR:** Department Secretary/Other Secretariat Function (as agreed with the immediate supervisor)
- ✓ **HR:** Local HR (HR Partner or HR Supporter, as agreed with the immediate supervisor)
- ✓ **TYP3:** TYPO3 Editor

Tasks Before Departure				
	Tasks	Responsible	Executor	Completed
				<input checked="" type="checkbox"/>
Receipt of Resignation	Receive the employee's written resignation and ensure that the HR representative in the secretariat has also received it.	LD		<input type="checkbox"/>
Communication	Inform immediate colleagues/the section and relevant collaborators.	LD		<input type="checkbox"/>
	Request IT support to assign a new owner if the employee has been the owner of a functional mailbox, shared drive, Teams/SharePoint group, distribution list, or similar. For more information, see here . The secretariat assists upon request.	LD	SEKR	<input type="checkbox"/>
Resignation	Plan and conduct an exit interview as early as possible.	LD		<input type="checkbox"/>
	Ensure the handover of tasks and data. If needed, schedule a meeting during the employee's final work week Review offboarding checklists.	LD		<input type="checkbox"/>
	If appropriate, schedule a farewell meeting with the department and consider purchasing a farewell gift.	LD		<input type="checkbox"/>

<p>Keys, access cards, etc.</p>	<p>Last Working Day: Ensure the employee returns access cards/key cards/keys. When the employee record is closed, the access card will be deactivated the night after their departure.</p> <p>Note: If the employee continues in an unpaid working relationship after their last day of employment, contact the secretariat to request a manual reactivation of the access card/key card. Also, ensure that any issued keys are returned.</p> <p>For more information, see here.</p>	<p>LD</p>		<p><input type="checkbox"/></p>
<p>Insurance</p>	<p>Note that if the employee continues in an unpaid working relationship after their employment, Aarhus University remains legally obligated regarding insurance coverage.</p> <p>For more information, see here.</p>	<p>LD</p>		<p><input type="checkbox"/></p>
<p>Settlement of Flex Time</p>	<p>Check if there are any flex hours that need to be used before the employee's departure and make an agreement regarding this.</p>	<p>LD</p>		<p><input type="checkbox"/></p>
<p>Equipment and Issued Materials</p>	<p>Last Working Day: Remove the Apple ID from the iPhone/iPad.</p> <p>For more information, see here.</p>	<p>LD</p>	<p>MA</p>	<p><input type="checkbox"/></p>

	<p>Last Working Day: Erase the device if the mobile phone has been used for AU-related content and has been registered in Intune.</p> <p>For more information, see here.</p>	LD	MA	□
	<p>Last Working Day: Remove the password/unlock pattern from the phone.</p>	LD	MA	□
	<p>Last Working Day: Clear the workstation.</p>	LD	MA	□
	<p>Last Working Day: Return the phone, including the charger. Provide the D-number.</p> <p>Decide—if the employee wishes—whether they can retain the phone number. In such cases, be mindful of the subscription.</p> <p>For more information, see here.</p>	LD	MA	□
	<p>Last Working Day: Return the PC, including the charger. Provide the D-number.</p> <p>For more information, see here.</p>	LD	MA	□
	<p>Last Working Day: Return any headphones, including the charger.</p> <p>For more information, see here.</p>	LD	MA	□

	<p>Last Working Day: Return any iPad, including the charger.</p> <p>For more information, see here.</p>	LD	MA	<input type="checkbox"/>
	<p>Last Working Day: Return any equipment provided for the home office.</p> <p>For more information, see here.</p>	LD	MA	<input type="checkbox"/>
Access and Subscriptions	<p>Ask the employee to create a list of manually assigned access to various systems.</p> <p>For more information, see here.</p> <p>Ask the employee to create a list of any subscriptions they hold.</p>	LD		<input type="checkbox"/>
Web and Videos	<p>Agree with the local TYPO3 editor on any necessary changes or deletions on the website.</p>	LD	MA	<input type="checkbox"/>
Calendar	<p>Cancel meetings scheduled after the departure date.</p>	LD	MA	<input type="checkbox"/>
Specific to Academic Staff (VIP):	<p>Research Data (General): Address and determine what should happen with research data in the projects for which the employee is responsible and/or participates.</p> <p>Intellectual Property Rights (IPR): Be mindful of IPR. If necessary, contact TTO.</p>	LD		<input type="checkbox"/>

	<p>Protection of Personal Data (GDPR): Ensure that research data complies with GDPR requirements (when relevant). If needed, contact the faculty's GDPR coordinator.</p> <p>Findable, Accessible, Interoperable, Reusable (FAIR): Consider whether the data has been made FAIR.</p> <p>URIS Guidelines (Committee on Guidelines for International Research and Innovation Collaboration): Review risks associated with international research collaboration. This is especially relevant regarding export control or if the employee transitions to employment in a high-risk country. If necessary, contact AU Research, Research Data Office.</p> <p>For more information, see here.</p>			
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Particularly if the Employee is Dismissed or Deceased				
	Tasks	Responsible	Executor name and contact information to be entered locally	Completed <input checked="" type="checkbox"/>
Particularly if the Employee is Dismissed	Read about the specific considerations related to the dismissal of an employee, including: <ul style="list-style-type: none"> • Party Consultation (Partshøring) • AU's Notice Periods • Garden Leave (Fritstilling) • Job Search Counseling • Recommendations 	LD		<input type="checkbox"/>
	Pay out unemployment days (G-days). For more information, see here .	LD		<input type="checkbox"/>
	Pay any severance compensation (linked to seniority). For more information, see here .	LD		<input type="checkbox"/>
	See also under "Specific to International Employees: Early Termination."	LD		<input type="checkbox"/>
	Close access to IT systems, particularly WorkZone. Note that if an employee transitions to a new position at Aarhus University, it may be necessary to remove certain permissions. For more information, see here .	LD		<input type="checkbox"/>

Particularly if the Employee Deceases	<p>Read about the specific considerations related to the death of an employee during employment at Aarhus University.</p> <p>For more information, see here.</p>	LD		<input type="checkbox"/>
	<p>Contact AU IT to:</p> <ul style="list-style-type: none"> • Set an automatic reply on the deceased employee's email address. • Gain access to the employee's email address. <p>For more information, see here and here.</p>	LD		<input type="checkbox"/>
	<p>See also under "Specific to International Employees: Early Termination."</p>	LD		<input type="checkbox"/>