Campus walking tour--October 2017
More coming in the Spring
Reed

Ford
Offboarding Version 1.0

Gathered survey and campus input (Spring 2017)

Identified pilot groups (CVM, Facilities, CALS) (Summer 2017)

Drafted checklists, workflow, and reports for manual process (Summer/Fall 2017)

Go live with pilot groups (December 2017)

Adjust process based on feedback (Spring 2018)

Go live with all campus units (March-ish 2018)

Employee Checklist

Department Checklist
Offboarding Version 1.0

Pilot Groups:

CVM, CALS, Facilities

Benefits Eligible SHRA, EHRA, Post Docs
Offboarding Pilot December 1, 2017-February 1, 2018

84 Termination Actions

Employee Class

- Faculty (8)
- Post Doc/HO (12)
- EHRA (21)
- SHRA (43)
84 Termination Actions
38 Retro Actions
20 Retirees
5 Involuntary Managed in ER
2 Deaths
11 OBC Appointments
Offboarding Pilot Findings

- Checklists are comprehensive & self guided.
- 45% of termination actions are entered retroactively.
- Checklists are most effective for the employee and department at the point notification of separation is given.
- Checklist items are NOT dependent on HR System termination actions.
- EARLY COMMUNICATION IS KEY!
During the Appointment

Before Leaving the University
These items may be taken care of when meeting with offboarding specialist.

- Submit Exit Survey
- Return Parking Permit/Go Pass
- Return Employee ID Card
- Personal Information/Employee Self Service

Employee Checklist
I'LL SEE YOU

AT THE DEPARTMENT MEETING
# HR Professionals Training

## Version 1.0

### HR at NC State
- HR in Higher Ed
- Governing Bodies
- HR & the Law
- HR Systems Overview
- Diversity & Inclusion
- Financials for HR
- Business Ethics

### Academic HR
- RPT
- Faculty Titling, Pay
- Grads, Students, Post Docs

### People & Positions
- Getting the Right People
- Engagement & Work Life Balance
- Writing Effective Job Descriptions
- Managing Performance
- Managing Pay & Salaries
- Hire actions, records

### Benefits & Leave
- Benefits
- Perks
- Leave
- Wellness

### Skill Development
- Communication
- Professional Certifications
- Leadership
- Misc

### Networking
- Webinars
- Lunch & Learns
- PHR/SPHR Study Groups
- Best Practices in Industry & Campus
- Campus Conference

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**HR Professionals Conference**  
February 28th  
Talley Student Union
Don’t forget to register!

HR Professionals Conference
February 28th
Talley Student Union
Register: reporter.ncsu.edu