



Employee Offboarding: Manager Responsibilities

- Ask the employee to provide a dated, written notice of resignation that includes the planned last day of work
- Written notice will need to be submitted to Human Resources (HR)
- HR will provide a list of SJC assigned equipment and keys to the employee and the manager. These items will need to be returned to the HR office prior to the employee's departure on their last day of employment.
- Complete the [Employee Offboarding](#) Google form sent by HR.
- REMINDER: Staff are expected to work their last day of employment. The resignation date may not be on a College-observed holiday or a time off day.
- NOTE: Employees who leave the College are paid out any positive balance of time off in their last paycheck. If there is a negative time off balance, that will be deducted from the last paycheck.