

## Offboarding Toolkit – Employee Checklist

	<b>Notify your Manager:</b> Inform your manager of your intention to resign.
	<b>Discuss Key Details:</b> Meet with your manager to discuss your contractual notice period, outstanding annual leave, and last day of work.
	<b>Formalise Resignation:</b> Submit a formal letter of resignation in writing to your manager and copy in (cc.) askdcupeople@dcu.ie. Your notice period begins from the date the written resignation is submitted.
	<b>Follow General Offboarding Actions below</b>

### End of Contract/General Offboarding Actions

	<b>Arrange Handover Meeting:</b> A handover meeting with your manager will be necessary as your departure date approaches. Coordinate with your manager to schedule this meeting.
	<b>Digital Files and Data Handover:</b> Work with your manager to identify and transfer all necessary digital files and data to ensure business continuity.
	<b>Submit Claims:</b> Submit any outstanding part-time and expense claims on the Core Portal at least two weeks before your departure.
	<b>Pensions:</b> Contact pensions@dcu.ie to discuss your options. Employees with less than two years of service who are not moving to a pensionable public service employer may be eligible for a refund of pension contributions.
	<b>Return Property:</b> Return all DCU property (including your staff ID card, office keys, laptops, etc.) on or before your last day of work.
	<b>Confirm Departure Process:</b> Check in with your manager and DCU People at askdcupeople@dcu.ie to confirm that your departure notification is being processed in a timely manner, to avoid potential overpayment issues.
	<b>Final Payslip:</b> Note that your Core Portal access remains in place for four weeks after your leaving date to allow you to view your final payslip.