

# Offboarding checklist SSG



## **Employee**

Turns in loaned materials:



Laptop



Mobile



WUR pass, NS Business card (where applicable), etc.

This may also include a chair, a headset or other items.



The employee will receive an automatic notification from PSA.



## **Administrative Office**

Arranges deregistration with the Expat Center for non-EU citizens.

The administrative office will initiate and arrange this or inform the employee how to arrange this themselves.



## **HR Support**

Arranges:



Termination of authorisation(s)



Termination of authorisation(s)



## **HR advisor WEcR**

Arranges offboarding interview.