Quick Reference Card: Offboarding – Close

Last updated 2/19/19

This QRG outlines the steps to close the offboarding process for an employee. These steps are to be completed after the employee has submitted their exit survey and any exit interviews have taken place.

### Access SuccessFactors

Visit OneCampus and select Employee Launchpad Success Factors.

[https://one.purdue.edu/](https://one.purdue.edu/)

Log in using Purdue Career Account ID and BoilerKey passphrase.

### Offboarding Dashboard

From the drop-down navigation menu, click Offboarding.
Click **Offboarding**.

Filter view to include only **Offboarding coordinator step** results.

Locate the assigned employee and click to the right of their name to open. When the record has been selected the row turns gray.

**Offboarding Coordinator Step**

**Employee Data** information is listed.

<table>
<thead>
<tr>
<th>Employee</th>
<th>First Name</th>
<th>Last Name</th>
<th>Employee ID</th>
<th>Email Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Pierce</td>
<td>Daniel</td>
<td>Pierce</td>
<td>99815982</td>
<td><a href="mailto:amymd@purdue.edu">amymd@purdue.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
</tr>
<tr>
<td>Job Code</td>
</tr>
<tr>
<td>Business Unit</td>
</tr>
<tr>
<td>Employee Class</td>
</tr>
<tr>
<td>Employment Type</td>
</tr>
</tbody>
</table>
Click Next.

Termination Data is displayed.

Comments are entered by and only viewable by Employee Relations.

Click Next.

A summary of the Employee, Position Information, and Termination Data is displayed.

You have now completed the Offboarding Exit Interview Feedback Section. (Daniel Pierce)

Offboarding Coordinator Step

Offboarding process is complete.

Click Finish.

The offboarding process is now complete.