This QRG outlines the steps to initiate offboarding an employee. Only those employees with certain termination codes are subject to the offboarding process. Those codes are: Reduction in Force, Career Opportunity, Contract not renewed, Leave Exhausted, Personal Reasons, Retirement.

**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 **Initiation** results.

Only the first four (4) results are displayed. Click **More** to view all 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.
**Initiate Offboarding**

**Employee Data** information is listed.

<table>
<thead>
<tr>
<th>Verify Employee Data (Daniel Pierce)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initiation</strong></td>
</tr>
</tbody>
</table>

**Employee**

- **First Name**: Daniel
- **Last Name**: Pierce
- **Employee ID**: 50015982
- **Email Employee**: amy.md@purdue.edu

**Position Information**

- **Position Title**: Telecommunications De
- **Job Code**: 20003456
- **Business Unit**: WL
- **Employee Class**: Professional
- **Employment Type**: 12 Month Salaried

Click **Next**.

**Termination Data** is displayed.

<table>
<thead>
<tr>
<th>Termination Data (Daniel Pierce)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initiation</strong></td>
</tr>
</tbody>
</table>

- **Last Day Worked**: 09/14/2019
- **Termination Date**: 09/14/2019
- **Termination Reason**: Reduction in Force

Click **Finish**.

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

Click **Finish**.
<table>
<thead>
<tr>
<th>Exit Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>An exit survey is then sent via email to the employee.</td>
</tr>
<tr>
<td>There are two (2) exit surveys, one for Faculty and one for Staff.</td>
</tr>
<tr>
<td>The completed survey is then available to Employee Relations via SuccessFactors.</td>
</tr>
</tbody>
</table>