

HHD Employee Offboarding Guidance

The following steps should be completed for employees who end their employment with HHD (resignation, retirement, termination, or transfer). This guidance is designed to complement, not replace, unit offboarding procedures. Units are encouraged to incorporate this guidance into their local offboarding actions.

Note: italics represent procedures that are temporary due to emergent circumstances such as COVID, deployment of new systems, changes in procedures in external administrative units, etc.

All personnel accessing campus should adhere to published social distancing, masking and hygiene requirements. Penn State's Environmental Health and Safety COVID-19 information can be found [here](#).

Key Return:

All keys must be returned to the unit Local Access Coordinator (LAC). *This can be accomplished with "zero touch" through email coordination with the unit LAC. Keys may be left in an agreed upon secure location such as the recently vacated and locked office upon move out.*

Card swipe/building access:

Under standard conditions, each LAC has the ability to update card swipe permissions in CCure for the members of their respective units to enable entry to HHD buildings. Physical Security is preparing to transition to a new security system and permissions for most LACs have been temporarily suspended. *When the unit becomes aware that that an employee will be departing, please email the HHD Facilities team (Kevin kxk84@psu.edu) with the employee's name, access ID & the departure date and the Facilities team will complete the card swipe modifications in CCure.*

IT Equipment:

All IT equipment, including peripheral items such as printers, webcams and Oath tokens, must be returned to the unit prior to final departure. *This can be also be accomplished with "zero touch" through email coordination with unit administrative support leads. IT equipment may be left in an agreed upon secure location such as the recently vacated and locked office upon move out.* With input from ISS, and at the discretion of the unit, the equipment can be considered for possible re-issue within the unit if the equipment retains residual function. ISS can provide a list of IT equipment assigned to an employee upon request.

ISS Service Requests can be submitted by:

- Calling 814-865-4636
- Emailing iss-helpdesk@psu.edu
- [Online submission](#)

Parking pass:

Employees with parking passes must return the pass prior to final departure. *Passes can be mailed to Kevin Kelliher or delivered to his office (slid under the door) in HHD, Room 424.*

ID Card:

ID cards can be returned to the unit along with keys/IT equipment. Employees transferring within the University should retain their ID cards.

Relocation assistance:

If assistance moving or relocating large/heavy/awkward items is needed, please contact Kevin (kxk84@psu.edu) to arrange support.