**MANAGER/SUPERVISOR OFFBOARDING**

**CHECKLIST**

*\*Submit to your local Human Resources Division after items have been completed and within two (2) business days after the employee’s last day worked for inclusion in the employee’s personnel file.*

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| DEPARTING EMPLOYEE NAME | EMPLOYEE ID |
|  |  |
| DIVISION | LAST DAY OF EMPLOYMENT |
|  |  |

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| **Date task completed and initials** | **TASKS** |
|  | Collect the resignation letter from the employee. |
|  | Email a copy of the resignation letter to your local HR Division, and for AOC, COA, email AOC HRD at [aochrd-grp@nmcourts.gov](mailto:aochrd-grp@nmcourts.gov) |
|  | Submit Remove Employee Ticket through the Judicial Service Desk to inactivate email and other applicable access (Active Directory Account, Odyssey, File & Serve, VPN, email distribution lists, calendars, shared folders, etc.) <https://inside.nmcourts.gov/jid/service-desk/>  For the RAVE system, offboarding for AOC, COA, and the Supreme Court should be included in the initial ticket through the service desk. Rave Offboarding for the 6th Judicial District Court (JDC), 7th JDC, 9th JDC, 11th JDC, 12th JDC, and 13th JDC, RAVE Administrators, please follow the steps below:   * Log into RAVE - <https://www.getrave.com/login/nmcourts> * Under the NM COURTS, use the drop-down under People and Lists * Select Manage People * Type in the NAME- first or last - select filter * Or you may enter the registration email- select filter * Once the name appears, Select Delete |
|  | Complete Closeout Performance Evaluation if the employee is transferring to another Judicial Entity |
|  | Collect appropriate items: |
|  | • Office/Building Keys – return to Division Director or designee |
|  | • Computer equipment and applicable accessories (Laptop/Computer tower, monitors, Yubi Key, chargers, keyboard, docking stations, etc.). If appropriate, refer to any internal Equipment Responsibility Form. Return all equipment to the local IT Division. |
|  | • ID Badge – return to the AOC Court Security Manager in the Court Operations Division or your local representative. |
|  | • Parking Pass/FOB – return to Division Director or designee |
|  | • Cellphone & Accessories, including voicemail PIN code, if applicable |
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| MANAGER / SUPERVISOR SIGNATURE upon completion of the checklist | DATE |
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CC: Employee Personnel File