

How to complete the offboarding form as a supervisor

Purpose

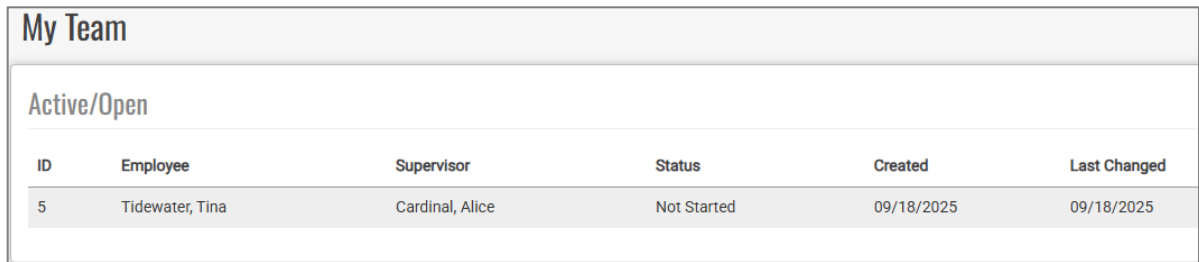
This job aid demonstrates how to complete the offboarding form as a supervisor.

Responsibility

All Commonwealth of Virginia (COV) employees who are assigned an agency supervisor role.

Procedures

To process your offboarding form as a supervisor, either click on the link in the email notification from covapps@vita.virginia.gov which will open the individual form (skip to step four) or navigate to the [offboarding application](#).

1.	Select the My Team tab.																								
																									
2.	Here you will see offboarding forms for your direct reports.																								
	 <table><tr><th colspan="6">My Team</th></tr><tr><th colspan="6">Active/Open</th></tr><tr><th>ID</th><th>Employee</th><th>Supervisor</th><th>Status</th><th>Created</th><th>Last Changed</th></tr><tr><td>5</td><td>Tidewater, Tina</td><td>Cardinal, Alice</td><td>Not Started</td><td>09/18/2025</td><td>09/18/2025</td></tr></table>	My Team						Active/Open						ID	Employee	Supervisor	Status	Created	Last Changed	5	Tidewater, Tina	Cardinal, Alice	Not Started	09/18/2025	09/18/2025
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3.	Select a form to process.																								
4.	Review the employee information of the person you are offboarding which is located at the top of the form. If this information is incorrect, please contact your human resource (HR) representative.																								

5.

Complete the offboarding form.

Offboarding - ITA99995 - Tina, Tidewater

Position Identification Information

Agency	Va Information Tech Agency	Agency Code	13600
Department	ARCHITECTURE & TECH SERVICES	Position Number	ITA99995
Level Indicator	E - EMPLOYEE	FLSA Status	P
Role Title & Code	Info Technology Specialist III (39113)	Pay Band	6
Supervisor's Position #	ITA20015	Supervisor's Role Title & Code	Info Technology Manager II (39116)
Work Location Code	CENTR	Work Title	Systems Analyst
Last Date of Employment	09/18/2025	SOC Code	15-1121

Supervisor Checklist

Computer access deactivated

☐ Ticket submitted to VITA/Agency IT

☐ Not applicable

Notes

6.

At the bottom of the page, you have two options: Save as **Draft** or **Submit for Review**. Select **Save as Draft** to save your changes if you are **not** ready to submit. Select **Submit for Review** if the supervisor portion of the checklist is complete.

Save as Draft

Submit for Review

7.

You can monitor requests by clicking on the **My Team** tab at the top of your screen. To see who's assigned to a request, hover the mouse over the status field and those persons assigned to that role will appear.

8.

Once the form is completed and approved, it will appear in the **Complete/Closed** panel.

If you have any questions about the offboarding process, please contact your HR representative.