

# How to complete the offboarding form as an agency HR approver

## Purpose

This job aid demonstrates how to complete the offboarding form as an agency human resource (HR) approver.

## Responsibility

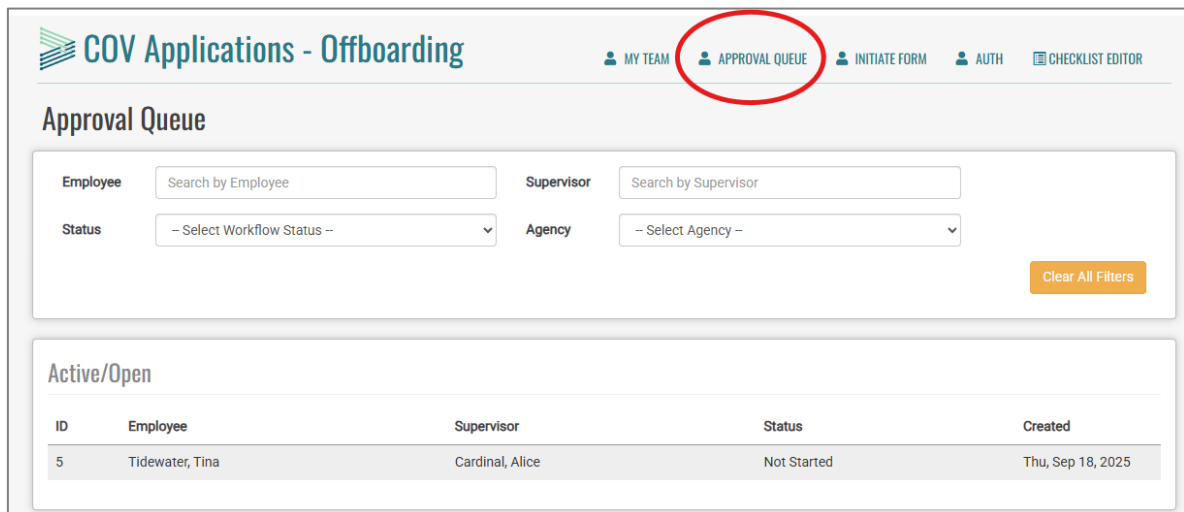
All Commonwealth of Virginia (COV) employees who are assigned the agency HR approver role.

## Procedures

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

**Note:** To see who is assigned a status step, hover your mouse over the status and those people assigned to that role will appear.

1. Select the **Approval Queue** tab. You can filter based on several criteria.



The screenshot shows the 'COV Applications - Offboarding' interface. The 'APPROVAL QUEUE' tab is selected and circled in red. Below the navigation bar, there are search and filter options for Employee, Supervisor, Status, and Agency. A table titled 'Active/Open' displays a list of applications.

| ID | Employee        | Supervisor      | Status      | Created           |
|----|-----------------|-----------------|-------------|-------------------|
| 5  | Tidewater, Tina | Cardinal, Alice | Not Started | Thu, Sep 18, 2025 |

2.

Select the form you would like to process from the **Active/Open** panel.

Active/Open

| ID | Employee        | Supervisor      | Status      | Created           |
|----|-----------------|-----------------|-------------|-------------------|
| 5  | Tidewater, Tina | Cardinal, Alice | Not Started | Thu, Sep 18, 2025 |

3.

Review the offboarding form.

4.

As the agency HR approver, you have checklist items to complete, in addition to the supervisor.

5.

At the bottom of the page, you have several options:

○ **Save** – Saves your changes if you are not ready to submit

○ **Request Supervisor Edits** – Sends the form to the supervisor for edits; this action requires a comment; once the supervisor completes their portion, it will return to the agency HR approver once again.

○ **Submit for Review and Completed** – Which finalizes the process

○ **Cancel** – Selecting this button requires a comment and stops the process. If you mark the form **Canceled**, then it will appear in the **Canceled panel** and the process is stopped.

Save

Request Supervisor Edits

Reviewed and Completed

Cancel

6.

Any time you would like to find a form, go to the **Approval Queue** and select from the drop-down options to find the form.

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