Employee – Offboarding Checklist

Workday information

Employee Name: _____   Manager Name _____

UVA Employee ID _____   Position Title _____

☐ Receipt Resignation Letter   Resignation Date _____   Last Day of Work _____

Recommended Employee - Manager:

☐ Work with your manager to develop a transition plan for your responsibilities

☐ Complete the Knowledge Transfer Template

☐ Review the IT Checklist for Leaving UVA

☐ Review relevant benefits information and contact the HRSC Benefits, Leave and Payroll Team with any questions.

☐ Remove of personal items (offices, lockers, tools, safety equipment, uniforms etc.)

☐ Discuss with your Manager the need to inform relevant vendor contacts

Please work with your Manager to complete the following prior to your departure:

Financial Responsibilities

☐ Review any necessary financial status information from current role with manager or delegate to ensure information transfer (i.e. outstanding bills, budget information or similar)

☐ Process any non-reimbursed travel expenses through the department prior to termination date

☐ Confirm that the employee has not used more University Leave than accrued, and inform the employee if payment is required.

☐ Confirm that the employee does not owe other reimbursement such as a signing bonus or moving and relocation reimbursement

☐ Destroy employee's University credit card (Purchasing card) and complete purchasing card change form online. https://www.procurement.virginia.edu/netbadge/pagepcardchangeform

Prior to Departure

☐ Confirm return of University-owed equipment (UVA Identity Token, computers, mobile devices, laptop/cellphone/p-card/calling or copy cards)

☐ Confirm (ITS) deletion of all electronic files containing University data from personally owned computers, mobile devices, cloud storage, and storage media (e.g. flash drives, etc.).

☐ Confirm uninstall (ITS) of any University licensed software

☐ Confirm return of any paper documents containing University data

Last day, prior to exit - Verify return of (as applicable)

☐ UVA keys and ID badge(s) – Return to UVA ID Office

☐ Parking Permits and Service Parking Passes return to Parking and Transportation

☐ University computer/cell phone/pager/long distance calling card/photocopy ID