Employee – Offboarding Checklist

Please note: As part of your Offboarding Checklist, ensure your manager enters the Termination Business Process in Workday.

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

Prior to your departure, work with your manager to complete the following:

Financial Responsibilities:

☐ Review any necessary financial status information from current role with manager or delegate to ensure information transfer (e.g., 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
☐ Return University credit cards and travel cards to department

Prior to Departure – Consult with LSP or ITS to:

☐ Confirm ownership transfer of employee files stored in the cloud (e.g., UVA Box, OneDrive, etc.) to the manager or shared location (e.g., Microsoft Teams)
☐ Confirm migration or 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 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-owned equipment (computers, mobile devices, phones, pagers, copy cards, storage media, etc.)