# Employee – Offboarding Checklist

## Workday Information

<table>
<thead>
<tr>
<th>Employee Name: ____________________________</th>
<th>Manager Name ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>UVA Employee ID ____________________________</td>
<td>Position Title _______________________</td>
</tr>
</tbody>
</table>

- ☐ 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](https://www.procurement.virginia.edu/netbadge/pagepcardchangeform)

### Prior to Departure

- ☐ Confirm return of University-owned 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