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| **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 [ ]  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 |
| **Feedback: We appreciate your willingness to provide feedback about your UVA Employment Experience. Please consider providing input via the following survey link to help us improve.****[Insert Survey Link]** |