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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]** |