Employee – Offboarding Checklist

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

**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

**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.)