# 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
- 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://travelandexpense.procurement.virginia.edu/te-card/te-card-change-request](https://travelandexpense.procurement.virginia.edu/te-card/te-card-change-request)

### 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