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| **Manager – Offboarding Checklist**  |
| **Workday information**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_UVA Employee ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Receipt Resignation Letter Resignation Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Last Day of Work \_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Confirm Resignation Date **\_\_\_\_\_\_\_\_\_\_\_\_\_** [ ]  Employee termination date in Workday **Recommended Communication: Manager – Employee:** [ ]  Employee Offboarding Checklist provided via Workday[ ]  Employee the Transition Plan Template [Insert link][ ]  Recommend that the employee review relevant benefits information and contact the HRSC Benefits, Leave and Payroll Team[ ]  Consider the appropriate messaging and appropriate acknowledgement for the employee’s service (thank you card, lunch, or party for example)[ ]  Remove of personal items (offices, lockers, tools, safety equipment, uniforms etc.)**Work Group:**[ ]  Confirm departure with work unit and issue appropriate communications[ ]  Discuss transition plan to manage workflow[ ]  As applicable, ensure removal of employee reference information from web content |
| **Manager Responsibilities: Your review and record of this checklist is an important step and is required for audit purposes to meet state requirements.****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 employee to uninstall (ITS) any University licensed software [ ]  Confirm return of any paper documents containing University data **Last day, prior to exit - Verify return of (as applicable):**[ ]  Employee’s keys and ID badge(s) – Return to UVA ID Office[ ]  Parking Permits and Service Parking Passes return to Parking and Transportation (Note: failure to return may result in additional charges) [ ]  University computer/cell phone/pager/long distance calling card/photocopy ID[ ]  Verify termination date in systems; ensure any laptop hard drives are wiped clean – Information Technology Services |