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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 |