

Employee – Offboarding Checklist

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

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>

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