**FACULTY & STAFF OFF-BOARDING CHECKLIST**

(Including temporary employees, contingent workforce and contractors)

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| --- | --- | --- |
|  | | |
| **Employee Name** | **Department** | |
| **Title** | **Office Location** | **Last Day Worked** |

Prior to an employee’s last day of employment at the University, please review the following checklist to ensure that all applicable university property has been collected. The employee and supervisor must sign this form to verify that all property has been returned.

Letter of resignation/retirement (if applicable)

Keys (i.e., suite, office, car)

Employee UCard/Access cards/Parking decal

Return Procard, Original signed Procard statements from last 3 years with original receipts

Reconcile outstanding expense reimbursements

Equipment (i.e., cell phone, laptop, mobile storage devices)  
☐ Create Out of Office Message (OOM) for email account, if necessary

Files, documents, emails have been provided to supervisor/colleague

University property (i.e., books, Procard purchases, tools, uniforms, etc.)

Exit interview should be scheduled with Director of Employment Services in HR/EOO

Refer Benefits questions to Benefits Office (retirement plans, health insurance/COBRA, etc.)

Forward voicemail and telephone password to supervisor

Other

Other

Other

Employee/Sponsored Guest Signature Date

Manager Signature Date