**Employee Off Boarding Checklist**

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| **Employee Name** |  | **Last Date** |  |
| **Employee Position** |  | **Department** |  |
| **Supervisor** |  | **Administrative Support** |  |

**Instructions**: This checklist is provided to assist human resources and supervisors in ensuring the departure of the employee is handled smoothly. Make a copy for yourself and for the employee. Take time to review with the employee**. Submit final checklist to HR at** hr@uwp.edu**.**

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| **Supervisor** | **Who is Responsible** |
| * Complete the Departure Form on a timely manner. Click here for [Departure Form](https://uwp.bplogix.net/form.aspx?pid=946ca522-e191-479d-a0c8-c67f807880ee&formid=d0fddb8a-d3c7-4e54-9563-dff9174c0473&forminstid=&wfinstid=&prinstid=&tlid=&testmode=&parsecontrols=&CTRun=&CTConfigure=&CTContainerFORMID=&CTContainerWFID=&CTContainerRULEID=&CTContainerPRID=&completepage=&completepageprompt=&completetext=&saveformpage=&saveformtext=&saveformpageprompt=&url=&INFOMSG=&linkwfid=&linkprid=&nottask=&findtask=&caseinstid=&indash=&incasef=&targetportlet=0&howtoopen=0).

Note: CTS, Campus Police, Finance and HR are automatically notified when an employee departs. * **Notify HR at** hr@uwp.edu **or Ext 2204.**
* If applicable, please request resignation letter especially for full-time employees (part-time and temporary are not required).
* **In the event of sudden departure, Supervisor will take items to the Police Department.**
	+ The Police Department will keep items in their department for one week otherwise, have employee contact the Police Department to schedule a time when they will pick up their items at Ext. 2455.
* Collect all keys from the employee and ID Badge.
* Collect Corporate Card and/or purchasing card and ensure that final expense report has been submitted.
* Notify managers and team members of the departure.
* Update Organizational Chart.
* If departing employee is a Supervisor or Manager, please submit change form updating ‘Reports to’ for all impacted employees.
* Supervisor or Manager should send updated Time and Labor Approver information via [Employee Payroll Change Form](https://uwp.bplogix.net/form.aspx?pid=946ca522-e191-479d-a0c8-c67f807880ee&formid=cde1e4dd-dcfd-4ab9-9a3c-0872fdd7d2f8&forminstid=&wfinstid=&prinstid=&tlid=&testmode=&parsecontrols=&CTRun=&CTConfigure=&CTContainerFORMID=&CTContainerWFID=&CTContainerRULEID=&CTContainerPRID=&completepage=&completepageprompt=&completetext=&saveformpage=&saveformtext=&saveformpageprompt=&url=&INFOMSG=&linkwfid=&linkprid=&nottask=&findtask=&caseinstid=&indash=&incasef=&targetportlet=0&howtoopen=0)
 | Supervisor/ADA/Support Person |
| **Human Resources** | **Who is Responsible** |
| * HR Generalist will meet with employee.
	+ Assist with questions regarding benefits and payroll and will connect employee to UW-System benefits specialist if needed.
	+ Ensure all contact information is up to date i.e. phone numbers, email address, home address.

Note to employee: This information can be updated on MyUW Portal.* + A **formal exit Interview** is conducted if the employee request one. Otherwise, exit interview survey is emailed to employee.
 | HR GeneralistExt 2204hr@uwp.edu |
| **Human Resources** *(continued)* | **Who is Responsible** |
| * HR Front Desk
	+ Contact Supervisor for updates to T&L Approvers (if appropriate).
 | HR Front Desk |
| * Recruitment Coordinator
	+ Contact Department/Division to discuss open position/recruitment.
* WC Coordinator
	+ If active claim, notify UW System, Office of Risk Management of departure.
 | Human Resources Staff Members listed at hr@uwp.eduExt 2204 |
| **Employee** | **Who is Responsible** |
| * Ensure all documents related to work on the H: drive transferred to the department shared drive. Ask your supervisor which drive the documents should be transferred to.
	+ Note, once the employee departs, all documents in the H: drive will be erased from the system.
 | Employee |

**ACKNOWLEDGEMENT**

**Signature and Date:**

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| **EMPLOYEE:** |
| **SUPERVISOR:** |
| **Comments:** |