Leadership Checklist for Employee Off-boarding

**University of Wisconsin
Stevens Point**

Use this checklist for employees whose employment is ending within your department.

- Reference the Employee Off-Boarding Guide for Leadership and Employee Separation Guide prior to using this document to effectively support you during this process.
- To support the transition fully, please also reference: Off-boarding Checklist for Faculty and Staff
- For additional guidance on involuntary termination or employee death, contact the Associate Director of HR or Principal HR Officer.

Employee Name:	
Employee ID#:	
Position/Title:	
Department:	
Employee's Supervisor:	

Upon Resignation Notice/Determination of Separation:	✓	N/A
Receive the resignation notice from the employee, if received a resignation outside of the eResignation process, ask the employee to complete the eResignation form (you may submit the form on the employee's behalf or delegate it within the department)		
If the individual is separating involuntarily, prepare to provide notice and to complete offboarding		
Ensure the individual has Employee Separation Guide and appropriate checklist		
If the departing individual has a H-1B Visa Status: Under US immigration laws: • *Involuntary Separation* ○ If an employee's employment ends involuntarily for any reason before the end of the H-1B expiration date, the department is responsible for the reasonable costs of return transportation of the foreign individual to their country abroad ▪ Transportation costs do not include return transportation of family members/dependents ○ If the individual is not departing the USA, the department is not required to pay the reasonable costs of transportation ○ Coordinate with Academic Affairs in regards to the relocation process • *Voluntary Separation* ○ In the event that the separation is voluntary, the department is not required to pay return transportation		

During the individual's last two weeks of employment (or sooner as applicable):	✓	N/A
Check in with the individual to address questions or concerns regarding off-boarding and/or tasks within their off-boarding checklist (if applicable)		
Collect any equipment, records, or data as necessary		
If the employee is responsible for purchasing items within your department, contact Purchasing to coordinate a new designee and training as needed		
If the employee is responsible for liability or contract items, contact Financial Operations		
If the employee is responsible for lab, studio, or a space with hazardous materials, contact an Environmental Health Safety Representative		

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	✓	N/A
Contact HR as needed: ❑ If the employee is a time and leave/absence approver: Submit the list of employees and new approver(s) ❑ If involuntary termination: Request access to the employee's OneDrive and/or email		
Other: _____		

On individual's last day worked:	✓	N/A
Collect the individual's completed off-boarding checklist (if applicable) and any additional documents ❑ Ensure the transition of data and information occurred ❑ Clarify or finalize any outstanding tasks ❑ Ensure any UWSP related applications are deleted from personal device(s), if applicable (ex: multifactor token app)		
Obtain or verify the following items: (Destroy, discard, or submit to appropriate office) ❑ Keys ❑ Uniform and name tag(s) ❑ PointCard (UWSP Employee ID Card) (Employee keeps if retiring) ❑ Business cards ❑ Multifactor hardware token (Turn the token into IT Service Desk) ❑ Request removal of any manually assigned electronic door lock or key tender permissions at Manual Permissions Removal		
Other: _____ _____		

On the individual's last day worked or employment whichever is later:	✓	N/A
Review and approve the individual's final timesheet or absence report		
Coordinate with your Department Information Manager (DIM) to update the individual's DIMS status as appropriate based on the type of termination (Department Information Manager List)		
Remove the individual from the department's webpage (or update to Emeritus if applicable), COOP, etc.		
Other: _____ _____		

_____   _____   _____
Supervisor Name   Supervisor Signature   Date

Submit completed checklists to Human Resources to be filed in the employee's personnel file.