SUPERVISOR CHECKLIST FOR OFFBOARDING

|  |
| --- |
|[ ]  Go to ITS Offboarding checklist: <https://uww.service-now.com/kb?id=kb_article_view&sysparm_article=KB0011288> Examples of what ITS can help you with: * Identify employee’s account(s) and transfer to another user, or add as a manager (e.g. shared google drive, WebEx Spaces, etc.)
* Identify various systems and applications that you or another employee will need access to
* Remove Access to Network, Computer, Shared Drives
* Remove telephone and voicemail services, forward to another number if needed, or set up a voicemail indicating person no longer available, and who to contact
 |
|[ ]  Request UWW laptops and other devices be returned – return to ITS for Surplus or to be saved for office use  |
|[ ]  Request keys and building access cards from employee |
|[ ]  Remove building access (contact eaccess@uww.edu) |
|[ ]  Remove employee from department e-mail directories, routing slips, mailboxes, etc. |
|[ ]  Employee to remove any personnel items from workspace/office or office. If anything found after departure, contact HR office and they will mail item(s) to employee’s home.  |
|[ ]  Archive folders used by employee (for assistance, contact archives@uww.edu or ext. 5515) |
|[ ]  Destroy business cards, name badge, and/or name plate |
|[ ]  Destroy foundation, travel and pcard  |
|[ ]  Contact Financial Services removing authorizations and signatures  |
|[ ]  Confirm any UWW Charges OS with Cashiers Office, which need to be paid (if applicable) |
|[ ]   |
|  |  |