SUPERVISOR CHECKLIST FOR OFFBOARDING

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|  | 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](mailto: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](mailto: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) |
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