



## SUPERVISOR CHECKLIST FOR OFFBOARDING

- Go to ITS Offboarding checklist: [https://uww.service-now.com/kb?id=kb\\_article\\_view&sysparm\\_article=KB0011288](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))
  - If this employee served as Time Approver for any other employees - please email [hr@uww.edu](mailto:hr@uww.edu) with the name of the new Time Approver.
  - 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)