**MANAGER OFF-BOARDING CHECKLIST**

|  |  |  |
| --- | --- | --- |
|  | | |
| **Employee Name** | **Employee Title** | |
| **Last day worked** | **Manager Name** | **Office Location** |

**TO BE COMPLETED BY DIRECT SUPERVISOR**

Email notifying department/division of employee’s departure

Email notifying HR/EOO of employee’s last day or work (including resignation letter – if applicable) - Send to [Benefits@UML.edu](mailto:Benefits@UML.edu)

Complete Manager off-boarding checklist

Review Manager off-boarding/transition toolkit (Excel document)

**COLLECTION & CANCELLATION OF MEMBERSHIPS, LICENSES & CONTRACTS**

Procard (AP)  Other:

AT&T/Verizon  Other:

Other:  Other:

**ACTION ITEMS UPON EMPLOYEE’S DEPARTURE**

Reset/Return/Dispose of cell phone/ tablet/keys/UCard

Reimage/Return computer/laptop (home/office)

Remove employee from departmental contact list and website

Remove employee from organizational charts

☐ Remove employee access permissions to network file shares

☐ Remove employee access permissions to all ERP systems (SiS, HR Direct, Finance)

☐ Remove employee local computer accounts, if any

☐ Change passwords to shared accounts, if necessary