



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)
 - If this employee served as Time Approver for any other employees - please email 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 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)