**MANAGER OFF-BOARDING CHECKLIST**

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|  |
| **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

[ ]  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