**COE Offboarding – Employee**

Employees and Managers should review the following list together prior to the employee’s last day

**Technology and data access:**

☐ Review the records management offboarding resource at: <https://finance.uw.edu/recmgt/Offboarding>
☐ Provide supervisor with access necessary for records management of departmental data, documents, and other information or records, including those in email (e.g. move data/documents to a central file).
☐ Discuss with supervisor whether an auto-reply email message to let others know you have separated should be set up, email forwarded to another employee, or both.
☐ Cancel future meeting requests or holds in Outlook.
☐ If applicable, update your voicemail message to advise callers of your separation and provide an alternate contact to call for assistance. Provide supervisor with voicemail access code. Discuss with supervisor if your greeting should be updated.
☐ Remove any UW licensed software from your personal computer/device(s)

**Additional information and considerations:**
☐ Review information about insurance continuation: <https://hr.uw.edu/benefits/insurance/health/cobracontinue-your-insurance/>
☐ Retirees: If you wish to officially retire from the UW to obtain all rights and benefits and/or access retirement contributions, contact UW Benefits at [benefits@uw.edu](benefits%40uw.edu) or call 206-543-4444.
☐ If you are the parent of a child enrolled in a UW on-site childcare center, you must notify the center that you are separating from UW employment

**Update Workday profile and payroll deductions.**

☐ Update personal address in Workday for tax forms. Tax forms will be available in Workday.
☐ Contact Transportation Services at <https://transportation.uw.edu/> to cancel UW parking permits or other UW-transit options. You will continue to be charged for products that are not canceled.
☐ Stop voluntary paycheck deductions. See <https://employeehelp.workday.uw.edu/your-pay-taxes/paycheck-info/> for details

**Return UW materials and equipment on last working day:**

☐ Building/departmental access cards or keys, keys for desk and office, and file cabinet keys
☐ Electronics such as cell phone, pager, laptop, etc.
☐ Return any issued cards such as Procard, UW Travel Card, etc. Contact procard@uw.edu to cancel.
☐ ID badge (Employees may retain their Husky Card: <https://hfs.uw.edu/Husky-Card-Services/Terms>

**Notify COE HR by emailing** **coepay@uw.edu** **with a letter of resignation:**

☐ Submit a letter of resignation/email and include the following information

* Last day worked/termination date
* Are you leaving state service or transferring to another State agency?

☐ Any time off requests prior to termination date should be submitted for review and approval to your supervisor

☐ Ensure all your leave requests have been entered and approved in Workday