



WVU Employee Offboarding Form

Unit Responsibility

The Offboarding process ensures a smooth transition of duties and assets before the employee's separation from the department or University.

A supervisor should complete the Offboarding Form during the employee's last week of employment before they depart their position. This includes terminations, internal transfers, and ending secondary assignments.

Once submitted, this form will be stored within WVU Shared Services for personnel records.

Do not proceed if a Termination Form or Assignment Completion Date Form has not been submitted.

Please provide the following:

Departing Employee's Information

First Name

Last Name:

Department:

Departing Employee's Non-WVU (Personal)
Email: If no personal email address is available, please enter their WVU email address here as well.

Employee WVU Email:

Supervisor's Name:

Supervisor's Email:

WVUID of Supervisor:
(700 or 800 #)

[Lookup your WVUID](#)

Departing Employee's WVU ID (700/800# -- 9 digits)

Please select the reason for the employee's Offboarding:

Definitions:

Terminated - employee is ending all employment at the University and does not remain employed in a different/new University-paid position

Ending secondary assignment - the employee is ending a secondary assignment but remains employed in their primary assignment at the University

Internal transfer - the employee is ending their existing primary assignment for a new primary assignment at the University

- Terminated
- Ending a Secondary Assignment
- Transferred internally

What is the employee's benefit status?

- Benefit Eligible

Non-Benefit Eligible

Last day employee is physically working in this position (or last day employee is on approved leave of absence):

Enter date (mm/dd/yyyy):

Additional Employee Information:

Employee WVU Employee Number:
Example 12345: If you do not know the employees ID please skip this question

Enter a date:

← January 2025 →

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Per the WVU Institutional Review Board (IRB), if an employee is listed as a Principal Investigator or a Co-Investigator, the IRB must

be notified in order to make appropriate arrangements to transfer that responsibility.

Does this employee have any active human subject protocols where they are the Principal Investigator or co-investigator?

- Yes
- No

Does this employee have any active animal use protocols?

- Yes
- No

Are there currently live animals housed at WVU under this protocol?

- Yes
- No

Please select the departing employee's College/Division:

[Here is more information on identifying your Strategic Business Advisor.](#)

Default Question Block

Please select the College/Unit

Here is more information on identifying your Strategic Business

Advisor.

- Athletics
- Auxiliary and Business Services
- Benjamin M. Statler College of Engineering & Mineral Resources
- Central Administration
- College of Applied Human Sciences
- College of Creative Arts & Media
- College of Law
- Davis College of Agriculture, Natural Resources and Design
- Eberly College of Arts & Sciences
- Extension Service
- Finance
- Global Affairs
- Honors College
- HSC Cancer Institute
- HSC Center for Excellence in Disabilities
- HSC Central
- HSC Charleston
- HSC Office of Health Affairs
- HSC School of Dentistry
- HSC School of Medicine
- HSC School of Nursing
- HSC School of Pharmacy
- HSC School of Public Health
- HSC Shared Services
- Information Technology Services
- John Chambers College of Business & Economics
- Libraries
- President's Office
- Provost Office
- Research Office
- Student Life
- Talent and Culture
- University Relations
- WVU Institute of Technology
- WVU Parkersburg
- WVU Potomac State College

Property Collection

Please complete all property collection on or before the employee's last working day.

	Did you receive the property?		
	Yes	No	N/A
University owned devices (desktop, laptop, iPad, tablet).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thumb drives, CDs, DVDs, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Peripherals (Duo FOB, Digital Cameras, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PCard (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foundation Card (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research Corp Card (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confirm the employee does not have any hard copy University records at home.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Office and/or building keys.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cabinets and/or desk keys.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vehicle keys.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ARI Fuel Card/PIN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inform Communications List of Employees Last Day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remove from ListServes and Email Groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure All Expense Reimbursements or Travel Reimbursements are in Process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remove Employee Name and Information from Unit Website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remove from wvOASIS Access (If applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access removed to all information systems that do not use WVU Login for authentication (This could be WVU, WVU Foundation Services, federal, vendor, or other outside system)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remove faculty role from Banner (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please contact your [IT Support Staff](#) immediately to inform them a University-Owned Device has not been collected.

Submission

I confirm every reasonable attempt will be made to document and retrieve all University property in the employee's possession by employee's last day of employment. If the employee has failed to return any University property, the undersigned will notify the proper University officials.

Please enter your name: