## Employee Offboarding Checklist

### Employee Information

<table>
<thead>
<tr>
<th>Employee Name:</th>
</tr>
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</table>

Did you submit a resignation letter or inform your supervisor you will be leaving? □ Completed

What is your planned last working day? _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Leave Payout (Annual Leave)
Do you want to be paid your annual leave as a lump sum or would you like to exhaust your leave by remaining on payroll? You **MUST** inform your supervisor of your choice

<table>
<thead>
<tr>
<th>Exhaust</th>
<th>Not Leave Eligible</th>
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</table>

Exhausting leave will not extend coverage of insurance.

### Benefits

1. Benefit Premiums Paid:
   - Contact WVU Shared Services at (304) 293-6006 □ Completed

2. Retirement Accounts:
   - Contact TIAA for Options at (800) 842-2776 □ Completed

3. COBRA: Review [Benefits and COBRA](#) □ Completed

### Other

4. Turn in parking access card, hang tag and sticker to parking office □ Completed

5. Remove voicemail from office phone □ Completed

6. Clear Office of personal items □ Completed

7. Turn in University property to your supervisor (computer, laptop, iPad, CD's, flash drive, books, etc.) □ Completed

8. Turn in ID card to your supervisor □ Completed

9. Turn in Keys to your supervisor (office, building, lockbox, vehicle) □ Completed

10. Turn in peripherals (Duo FOB, digital cameras, etc.) to your supervisor □ Completed

11. Turn in P-Card/Fleet Card to your supervisor □ Completed

12. Address Update: Login to [WVU Portal](#) □ Completed

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rev 2/27/20