# Employee Offboarding Checklist

## Employee Information

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Did you submit a resignation letter or inform your supervisor you will be leaving?</td>
<td>☐ Completed</td>
</tr>
<tr>
<td>What is your planned last working day?</td>
<td></td>
</tr>
</tbody>
</table>

## Leave Payout (Annual Leave)

<table>
<thead>
<tr>
<th></th>
<th>☐ Lump Sum</th>
<th>☐ Exhaust</th>
<th>☐ Not Leave Eligible</th>
<th>☐ Completed</th>
</tr>
</thead>
</table>
| 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

**Exhausting leave will not extend coverage of insurance.** |

## Benefits

1. Benefit Premiums Paid:
   - Contact Benefits Administration at (304) 293-5700x4
   - ☐ 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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