



## EMPLOYEE OFFBOARDING CHECKLIST

### PRIOR TO YOUR LAST DAY:

- **Make sure your timesheets are up to date and submitted for approval**
- **If retiring from UT, whether through TRS or ORP** – You should have already contacted your retirement program (either [Teacher Retirement System \(TRS\)](#) or [Optional Retirement Program \(ORP\)](#)), notified [Human Resources – Benefits](#) and notified your supervisor. Visit the [Retired Employee](#) webpage where you'll find helpful tools like the [Pre-Retirement Checklist](#), and [special retiree privileges and services](#).

### COMPLETE ON YOUR LAST DAY:

- **Complete and submit final timesheet** – Finalizing your timesheets helps us ensure your leave balances are accurate. We must have complete timesheets to process payment of vacation balances.
- **Return any University property** – This may include but is not limited to, ID, keys, cell phone, laptop, uniform, parking permit. Speak with your supervisor about the appropriate method for returning equipment.
- **Update your contact information in Workday:**
  - ✓ update your address so all final payments and tax documents are sent to the correct address.
  - ✓ update your email to include a personal (non-UT) email address
  - ✓ update your phone number to include a personal (non-UT) phone number
- **Complete Sick Leave Pool Donation form** – Donating your remaining sick leave hours is completely optional. To donate the Sick Leave Pool, complete the [Sick Leave Pool donation form](#). Or if donating your remaining sick leave to an individual, complete the [Sick Leave Donation form](#).
- **Transferring to another state agency/institution?** – You must inform HRSS so your vacation balance is not paid and transfers with you to your next employer.
- **If you would like to maintain a UT email** – Visit the [UTMail](#) website to sign up.
- **If you are a supervisor** – Ensure that your inbox items have been [delegated](#) as needed, so that any items you need to approve go to the appropriate individual
- **Review your Workday notifications settings and update them as appropriate** -- You will maintain basic access to Workday for 2 years after your last date of employment, so you will be able to retrieve paystubs and tax documents, however you may choose to mute notifications.

### COMPLETE AFTER YOUR LAST DAY:

- **Exit Interview** – Your department or an HRSS employee relations specialist may be contacting you about completing an exit interview. Participation is fully voluntary.

If you have questions, please contact [FAS Human Resources Support Services \(HRSS\)](#).