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).