

Medicine and Public Health Employee / Supervisor Checklist – Local Offboarding

Employee name			
Position		FAN	
Work Unit		End date	
Supervisor			

Employee to action	Date completed
Provide to supervisor <input type="checkbox"/> Copy of resignation letter/email (if applicable) <input type="checkbox"/> Final timesheet (if applicable)	
Update Workday <input type="checkbox"/> Submit any leave requests (if relevant) <input type="checkbox"/> Update personal contact details (if applicable) <input type="checkbox"/> Initiate resignation as per Workday user guide	
Computer and email <input type="checkbox"/> Remove personal files from Desktop/Laptop/Tablet (if applicable) <input type="checkbox"/> Prepare 'Out of Office' email message and activate at COB on last day to refer to appropriate contact person	
Return University property and resources to supervisor <input type="checkbox"/> Mobile phone – Number: _____ <input type="checkbox"/> Laptop/Tablet – Asset No: _____ <input type="checkbox"/> Staff ID and/or other access/ID card/s <input type="checkbox"/> Corporate credit card (clear outstanding transactions and balances if applicable) <input type="checkbox"/> Office/room/filing cabinet keys – label and place in envelope <input type="checkbox"/> Equipment/resources purchased with consulting funds <input type="checkbox"/> Any work equipment at home <input type="checkbox"/> Library books (to library)	
Handover <input type="checkbox"/> Workplan with active work tasks/projects <input type="checkbox"/> List of open finance projects and balances <input type="checkbox"/> Notify Dean (Research) of grant specific rules and compliance (if applicable) <input type="checkbox"/> Ensure finalisation of research related matters, including supervision and PhD students (if applicable) <input type="checkbox"/> Resign from committee membership/s (if applicable)	
Exit discussion <input type="checkbox"/> Discussion with Supervisor / P&C; and/or <input type="checkbox"/> Online exit survey via Workday (link is automatically sent)	

Supervisor to action	Date completed
<input type="checkbox"/> Send copy of resignation letter/email to P&C (if applicable) <input type="checkbox"/> Certify final timesheet (if applicable) <input type="checkbox"/> Approve any outstanding leave requests on Workday (if relevant) <input type="checkbox"/> Accept resignation or initiate on behalf of employee as per Workday supervisor user guide <input type="checkbox"/> Service One request to remove employee's access to IT systems - Exit staff - IT removal <input type="checkbox"/> Service One request to cancel corporate credit card and advise CMPH Finance (if applicable) <input type="checkbox"/> Receive and check condition of returned university property/resources <input type="checkbox"/> Update local staff contact lists <input type="checkbox"/> Close position or consider requirement to fill vacancy in line with business needs and budget <input type="checkbox"/> Exit interview discussion (if agreed by employee)	

Employee	_____	
	Name _____ Signature _____	Date:
Supervisor	_____	
	Name _____ Signature _____	Date:

Links to Workday actions

1. Workday employee information
 - a. [Resignation request](#)
 - b. [Retirement request](#)
2. Workday supervisor information
 - a. [Resignation acceptance](#)
 - b. [Resignation on behalf of employee](#)
 - c. [Retirement acceptance](#)
 - d. [Termination due to end of contract](#)
 - e. [End contingent worker \(contractor\) engagement](#)

Exit interview questions