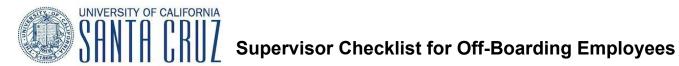


Supervisor Checklist for Off-Boarding Employees

This checklist provides clear guidance for the separation of an employee on or before their separation date. Supervisors are expected to review this checklist with their employees on or before the date of separation. Please email completed forms to bapper-group@ucsc.edu.

EMPLOYEE APPOINTMENT INFORMATION				
	Employee	Employee ID	Supervisor	
	Department/Unit			
SI	SUPERVISOR RESPONSIBILITIES - This checklist is to be completed by the supervisor.			
	Obtain from Employee:			
	☐ Keys/door access cards (including but not limited to vehicle, lab, or master keys)			
	Pro-card and/or credit card and see guidelines for Changing or Cancelling a Cardholder Account			
	Cell phone and submit a ticket via IT Request to close service			
	☐ Unit parking pass			
	Approve or submit final timesheet			
	☐ Badge/Staff ID card			
	Computer, laptop and any other university owned equipment			
	Uniform(s)			
	Submit IT Request for all account closures, e.g. InfoView, RMS, UCPath			
	Contact the Career Center to close their Student ER System account			
	Review Records Access Notice			
	☐ When all university business records ha	ve been transferred to an acce	essible location, submit an IT Request to	
	securely erase data from employee's computer, laptop, or other devices			
	Cancel funding approval authorization, a			
	Ensure voicemail is reset to 0000, an ex	tended absence greeting is re-	corded, or calls are redirected to another line	
	☐ If employee has direct reports, notify their Financial Affairs Payroll Administrative Specialist of who will be approving their CruzPay timesheets going forward			
	Remove the employee's name from the following areas, where applicable:			
	Emergency contact listInternal forms			
	 Office security codes, access co 	odes or keypads		
	 Security alarm lists 	,,		
	Web pages and directoriesFaculty/Staff directories and org	anization charts		
	Ensure departure is communicated to st			
	Notify Payroll Administrative Specialist to request removal of the background check			
			дгоина спеск	
	☐ Email completed forms to <u>bapper-group</u>	<u>wucsc.eau</u>		

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SUPERVISOR INSTRUCTIONS TO EMPLOYEE			
☐ Instruct employee to remove personal records from their University devices and accounts, and by when			
☐ Have employee provide access to or transfer ownership (transfer of roles for access) of any University records to the department. This includes records stored on non-University devices, and deleting copies from those devices			
Ensure access to all university records from email, thumb drives, external hard drives, file transfer sites (ftp)			
☐ Instruct employee to <u>change ownership</u> of all Google productivity applications			
☐ Instruct employee regarding pending reimbursements from FAST. Employee should verify correct home address is listed in UCPath Self Service. Reminder: FAST has a 10 day turn around time.			
Instruct employee to cancel or transfer memberships in committees and professional organizations, and cancel all subscriptions that are delivered to the employee via campus mail			

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