

CHES OFF-BOARDING CHECKLIST



UNIVERSITY OF CALIFORNIA
SANTA CRUZ

CHES OFF-BOARDING CHECKLIST

Employee Name:	
Last Day of Employment:	
CruzID:	
Employee ID#:	
Task:	Completed
Submit letter of resignation from employee, and acknowledgment letter from supervisor to Staff HR ELR Analyst. Send CC: of letters to CHES HR Liaison.	
Staff HR ELR Analyst will send email to employee with link to Exit Survey.	
Collect UC Property: <ul style="list-style-type: none"> • Computer/iPad/Cell Phone • Keys/Door/Access Cards/Unit Parking Pass • Staff ID • Procard 	
Transfer all electronic files from employee's computer/iPad. Follow the Google Apps Offboarding Process .	
Submit IT Ticket Notifying the Help Desk of the separation. Indicate all accounts that need to be closed; Infoview, RMS, UCPath, etc.	
Submit IT Ticket to have computer secure wiped.	
Inform employee that devices, files, accounts, etc. revert to the department/division after they leave. Have employee read the Records Access Notice (link)	
Submit IT Ticket to request phone/voicemail reset. Voicemail Change Request – set voicemail to 0000, and redirect calls.	
Contact Career Center to close Student ER System Account.	
Remove employees name from the following areas: <ul style="list-style-type: none"> • Staff directories and organization charts. • Emergency Contact List • Office security codes, access codes, or keypads • Internal Forms 	
If employee has direct reports notify their SHR Timekeeper of who will be approving their CruzPay Timesheets going forward.	
Ensure employees address is correct in UCPath Personal Information for future W2, or Final Paycheck.	
Resources:	
Benefits Office COBRA/Continuation of Group Insurance Coverage Leaving UC Employment Information Retiring from UC Termination of Employment Benefits Guide Staff HR Off-boarding Checklist	