

Employee Name:

Off-boarding Checklist

Complete now

Forward Resignation letter to HR	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Confirm final work date for permanent assignment	
Will the individual be rehired as a permanent or temporary employee? If yes, in what capacity: Work date range:	<input type="radio"/> Yes <input type="radio"/> No <i>permanent or temporary</i> <i>from: to:</i>
Date network access should be removed:	
Is employee transferring to another South Carolina state agency? If yes, which one	<input type="radio"/> Yes <input type="radio"/> No
Complete and submit final timesheet/leave report as soon as possible	
Is the employee a supervisor? Who will handle interim supervisory tasks? Time and leave approval: Performance evaluations: PAF system role: Budget role:	<input type="radio"/> Yes <input type="radio"/> No
Schedule meeting with Benefits Administrator (call 323-2273)	

Complete prior to end of employment:

Return Keys/Access card
Return Procurement card to Purchasing
Return Computer, phone, or other electronics issued (Supervisor will receive a call from the IT helpdesk)
Set up "out of office" email autoreply
Change voicemail message
Confirm employee's permanent address and phone number are correct in Wingspan (can be updated on the Personal Information page) for future correspondence.
Clear any balances with Cashier's office (parking/tickets/fees)
Save copies of W-2/1095-C forms, emailed Check stubs (Wingspan - Employee Detail page)
Complete Leave Donation Form (optional) Program Instructions
Retirees may obtain Winthrop Retiree ID card (Notify IT helpdesk)