This is a brief checklist for employees to guide you through the necessary steps.

One to six months prior to your transfer
- Discuss your separation with your supervisor and determine an effective date
- Discuss your time off with your current supervisor and future supervisor. Ensure that your time off requests are correct and up to date in Workday
- If you are transferring from a Classified position to an Administrative/Professional position or the reverse, contact the Benefits Office to discuss possible changes in your benefits
- If you are transferring to another NSHE Institution or another state agency, email offboarding@unlv.edu to schedule an offboarding appointment

Two to four weeks prior to your transfer
- Return any department property. Below are a few examples of items that may need to be returned:
  - Office keys
  - Access badges
  - Department credit cards
  - Uniforms

Last week of current position
- Discuss new access requests with your new department
- Update your personal email and address (if applicable) in Workday if transferring to another state agency
- Update your voicemail to reflect that you are leaving and provide name of individual to call if transferring to another state agency
- Change your email to reflect that you are leaving and provide name of individual to contact if transferring to another state agency
- Settle any outstanding debt to the university if transferring to another NSHE Institution or another state agency. Below are a few examples of items that may need to be addressed:
  - Library fines
  - Parking pass and/or citations
- Complete any outstanding Workday Inbox items if transferring to another NSHE Institution or another state agency