



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

Upon employee's announcement of departure

- ☐ Have employee submit a resignation letter indicating their final date of employment. If employee is a Classified employee, have them complete the [Resignation From State Service Form](#). Once paperwork has been completed, have the employee initiate their separation on Workday using the steps below:
 - click on the blue cloud in the upper right corner
 - 'View Profile'
 - 'Actions' on left side of page
 - 'Job Change'
 - 'Resign'
 - If employee is retiring, indicating the reason of Retirement. This reason must be added to ensure benefits are processed correctly.
 - If employee is resigning, indicate the reason for the separation.
 - The employee will have three days to rescind the retirement. After the three days have lapsed, approve the retirement in Workday.
- ☐ Determine with the employee if they will need to exhaust their remaining annual leave prior to their departure or if they will receive a payout
- ☐ Have the employee schedule a Clearance meeting by calling (702) 895-3504 or emailing offboarding@unlv.edu
- ☐ Review all pending projects with the employee and reassign as appropriate
- ☐ Have the employee check their Workday inbox and complete any outstanding Business Processes
- ☐ Ensure delegations on Workday have been removed.
- ☐ Remove the employee's name from the following (if applicable)
 - Signature list
 - Department distribution list
 - Name and contact information from department webpage
 - Shared google accounts
- ☐ Collect the following company property (if applicable)
 - Computer equipment
 - Phones
 - Purchasing Card
 - Vehicle
 - Any department specific property
- ☐ Cancel any upcoming training and/or travel
- ☐ Create an auto response or forward for employee's email and voicemail letting others know of employee's departure