



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

Upon employee's announcement of transfer

- ☐ Obtain a written statement from employee indicating date of transfer and new agency. If employee is a Classified employee, have them complete the Resignation From State Service Form. Have the employee initiate their transfer in 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'
 - 'Resignation'
 - Indicate 'Transfer to Another State Agency' or appropriate option
 - The employee will have three days to rescind the resignation. After the three days have lapsed, approve the resignation in Workday.
- ☐ Review the employee's paid time off balance and discuss with the employee their options of transferring their time or receiving a payout.
- ☐ If the employee is planning on having a break in service between positions, 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
- ☐ Remove the employee's name from the following (if applicable)
 - Signature list
 - Department distribution list
 - Name and contact information from department webpage
- ☐ 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