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

One to six months prior to your departure
- Discuss your separation with your supervisor and determine an effective date
- Classified employees: complete the Resignation from State Service Form. All other employees complete a Letter of Resignation
- Initiate your termination in Workday
  - On Workday Homepage click on blue cloud in upper right corner and select ‘View Profile’
  - Select ‘Actions’ underneath your name
  - Click on ‘Job Change’ and then ‘Resignation’.
  - Complete prompts and select Worker Resignation and select reason
  - Upload resignation letter
- Schedule a Clearance meeting by emailing offboarding@unlv.edu
- Determine with your supervisor whether or not you need to exhaust your annual leave prior to your departure
- If involved in research, contact the Office of Sponsored Programs (OSP) at EXT. 51357 regarding your exit

Two to four weeks prior to your departure
- Settle any outstanding debts owed to UNLV
  - Library fines and/or materials
  - Parking fines
  - Procurement card (P Card)
  - Outstanding travel
  - Return UNLV property including computer equipment, phones, uniforms, etc.

Last week of employment
- Turn in keys and parking pass
- Update your personal email and address (if applicable) in Workday by clicking on the blue cloud in the upper right corner and select ‘View Profile’. Select ‘Actions>Personal Data>Change Contact Information and complete prompts.
- Review your Workday account to review any delegations and reassign if necessary
- Update your voicemail to reflect that you are leaving and provide name of individual to call
- Change your email to reflect that you are leaving and provide name of individual to contact