

UWL Human Resources	
Off Boarding Procedures for Remote Workers	
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	Reviewed:

PURPOSE

To set a basic checklist for navigating the off boarding of a remote employee for both HR and the Supervisor.

POLICY

Both HR and the employee’s Supervisor will work closely on setting the last date of employment, notifying the employee, and the collecting of UWL property. The below checklist is only a guideline and can be added to or reduced depending on the reason for the Off Boarding (termination, resignation, retirement, etc..).

DEFINITIONS

- HRP: Human Resources Partner
- Supervisor: Direct Supervisor of the Employee
- UPD: University Police Department
- IT: Information Technology

PROCESS (Voluntary)

Supervisor will:

- Notify HRP of employee’s resignation/retirement.
- Schedule meeting with employee through phone call, (via Jabber), Teams, Webex or an online format that is available to the Employee, Supervisor, and HR (the use of a Webcam is recommended). HR may be part of this call at the supervisor’s request and will speak one-on-one with the employee to answer any “off boarding” questions the employee may have.
- Employees wishing to reclaim personal affects located in their office will be required to wait until campus leadership has provided the direction for non-essential employees to return to campus. The future date and entry can be arranged with the supervisor. Only in exceptional circumstances will the employee be permitted on campus to reclaim their personal affects prior to the direction to return to campus.

- Complete the Exit Checklist located at: [Exit Checklist](#)
- If Supervisor collected UWL items, return UWL Equipment to the appropriate departments (IT, business Office, etc.).
- If employee is still in position of items listed in bullet above, then they shall be returned to the UPD with other technological equipment.

HRP will:

- Notify HR Operations Team via email when notified by employee/supervisor of the impending separation.
- Notify IT of the last day employee will be at UWL.
- Notify Business Services of the last day employee will be at UWL.
- Direct employee and supervisor to use the Exit Checklist located at: [Exit Checklist](#)
- Will connect employee with Benefits and Wellness Specialist to process exit related to benefits.
- Create a final letter outlining where to find information post-employment and regarding the final pay and future W-2 access.

REFERENCES & RESOURCES

[Separating Employees](#)

[Exit Checklist](#)