Checklist for Employee Offboarding

SERVICENOW:
- □ Select 'Offboarding Request' on ServiceNow
- □ Employee Name
- □ Manager Name and Phone Number
- □ Effective date and time of termination
- □ Include hardware to be returned – tick "Retrieve Hardware" box if employee is a remote worker
- □ If employee is remote and returning hardware via Shipping Box, employee address is required
- □ Does manager require access to employee information?
- □ List any other hardware (phone, peripherals, etc.) employee is expected to return

ASSETS:
- □ Remote Employees: If employee is not returning assets directly to office, please include ID Badge, Corporate Card, Laptop, other company peripherals in the Return Box that will be shipped to offboarded employee
- □ Onsite Employees: Contact Work Station Services to collect assets identified in the ServiceNow offboarding ticket

BUILDING ACCESS:
- □ ID Badge Access can be disabled by emailing UCLP@cantire.com with employee's name and effective date of disablement

WORKDAY:
- □ Employee to submit resignation letter and date on Workday
- □ Under worker profile, employee will select Actions > Job Change > Resign
- □ Manager to ensure all Performance Plans and Time Off requests have been submitted/approved