UNIVERSITY OF MICHIGAN HEALTH SYSTEM - FACULTY OFFBOARDING CHECKLIST

GENERAL INSTRUCTIONS

This form is used to document the return of Health System property and to allow for the proper processing of employee transfers, separations or RIF. The form is to be completed by the Direct Supervisor or designee for every transferring, separating or RIF employee. The form is a tool for the Supervisor and Department, so upon completion of the form, the form should be filed in Academic HR in their personnel folder.

SECTION I: Identification

Employee Name: _____ Employee ID: _____

Supervisor's Name: _____ Last Day Worked (xx/xx/xx): _____

Separation ☐

Transfer ☐   Dept Transferring To: _____

RIF

Academic HR-sends email to David, Vashni, Angie, Thad and Steve with last day worked after termination letter/email has been received: _____

SECTION II: Return of Property

For any items that are not applicable to the employee, please indicate "N/A" in the 'Date Returned' column.

Property	Action (Separation/Transfer RIF)	What to Do	Designee Initials	Date Returned (xx/xx/xx)
Termination letter or email termination notice received - **must list last day worked**	Separation/Transfer	Send a scanned copy to Academic HR		
MCIT Systems: i.e. Outlook, CareWeb, Mlearning, MiChart (ask if they need an extension of their email) **YES/NO - If YES, an email needs to be sent to David Golden requesting an extension** **NOTE: If in RIF status, UMich email access will automatically continue for up to 12 months**	Separation/Transfer RIF	Academic HR submits an email to Pathology Informatics to delete all computer access for Pathology		
Other System Access: i.e. Health System Data Mart, Departmental databases	Separation/Transfer RIF	Informatics removes access		
Employee's Computer Files and Personal Network Storage	Separation/Transfer RIF	Transfer work related emails to another employee and save work files to shared drive. MCIT recommends that you submit a MCIT service request for electronic device to be reimaged/wiped to remove any legacy data for next user.		
Key Card for off-site buildings	Separation/Transfer RIF	Contact Facilities (3-4913) to request removal of access to U/M Buildings		
ID Badge	Separation/RIF	Collect and return to the Key/ID Office		
Pager	Separation/Transfer RIF	Return to Paging (Domino's Farms)		
Laptop/iPad & Accessories (can return early) (if issued by Department)	Separation/Transfer RIF	Return to Finance		
Area specific equipment (if issued by Department)	Separation/Transfer RIF	Contact Finance to discuss plans for laboratory equipment		
Address/Personnel Data Form Completed	Separation/Transfer RIF	Provide a scanned copy to Academic HR: http://hr.umich.edu/hrris/forms/pdfs/address personaldata.pdf (they will forward to UM HR)		
Effort Certification	Separation/Transfer RIF	Request faculty to verify effort certification completion in Wolverine: Self service, Employment Information, Effort Certification before last working day		

See UMHHC Policy 01-04-511: Assignment and Retrieval of IT Access and Property

SECTION III: Designee Checklists

Transfers:

☐ Faculty or you has updated voicemail and email (if appropriate) with an 'out of office' reply, indicating a contact person.

☐ Faculty has been reminded to confirm their parking pass will work for their new location.

Separations/RIF:

☐ The faculty's termination paperwork was completed and sent to Academic HR.

☐ If required, a non-reappointment letter has been completed by Academic HR.

☐ The faculty has been reminded to contact the Benefits office regarding questions on COBRA coverage, 403(b) account, etc. *(HR Shared Services Center: 734-615-2000)*

☐ The faculty has been reminded to update their address in Wolverine Access if their home address has changed *(for year-end W2 purposes).*

☐ The faculty has emptied their office/desk/locker of their personal belongings.

☐ Faculty has updated voicemail and email with an 'out of office' reply, indicating a contact person.

☐ The faculty has been reminded to contact the Campus Parking Office for information on turning in their parking pass. *(Employee is responsible for the cost of the parking pass until it is returned to Parking Customer Services - 523 S. Division St., Ann Arbor at 734-764-8291.)*

☐ Labs - if faculty accrues vacation time; payout of remaining time will be paid approximately one month after termination.

☐ Academic HR to terminate faculty in Wolverine, HR Tools and submit a Termination Intake Form if on a visa.

Updated: 06/14/16

<div align="center">

DEPARTMENT OF PATHOLOGY
TERMINATION, SEPARATION
OR RIF INFORMATION

</div>

Name: _____
           Last   First   Middle

New Home Address: _____

_____

New Home Telephone Number: _____

Personal E-mail: _____

New Work Address: _____

_____

New Work Telephone Number: _____

New Work E-mail: _____

Academic or Private Practice? _____