Offboarding Supervisor Checklist

Termination & Resignation

If an employee is resigning from employment, they must do so in Workday. A resignation letter is not required but can be uploaded to the resignation business process by the employee. Once the employee resignation is completed, Workday will initiate the termination process which will route for approvals.

For temporary/extra help positions or for involuntary terminations, the termination process can be initiated in Workday by either the Manager, Employment Coordinator, or by Human Resources and will go through an approval workflow once initiated.

Any employees retiring from employment should contact UADA's benefits department at yourbenefits@uada.edu at least 90 days prior to the anticipated retirement date.

Any employees ending employment with UADA or transitioning from a benefited to a non-benefited position will receive a mailed COBRA notice informing them of the opportunity to elect individual insurance coverage.

Managers who need to end a job for an employee who holds multiple jobs will use the End Additional Job process in Workday. Contact Human Resources before ending an additional job for an employee.

For detailed information on terminations and resignations visit the Terminations & Resignations page.

Equipment & Supplies

Employees resigning or terminating employment should provide all property and equipment owned by UADA to their manager by the last day of employment. Property and equipment could include but is not limited to:

- Computers, laptops, tablets, or other office equipment
- Keys or badges
- Parking passes
- Procurement, gas, or travel cards
- Work documents, files, or other office supplies

Other Important Tasks

Appointed employees departing UADA on a voluntary basis will receive an exit survey in Workday after the successful completion of the resignation or termination. Employees are encouraged to complete the survey honestly and can also reach out to Human Resources with any questions or concerns.

Reassignment or delegation of Workday tasks can be set up in Workday for departing employees so that any outstanding items are successfully completed. Supervisors should work with HR or Finance to ensure appropriate delegations or reassignments are completed in Workday, if needed.

Departing employees should ensure their primary home address in Workday is correct prior to their last day of work. Addresses and other personal information can be updated in the Employee Profile under the Contact tab. If an address needs to be updated for W-2 purposes after employment has ended, email humanresources@uada.edu

Appointed employees should contact the UADA payroll department by emailing payroll@uada.edu or call 501-671-2011 for additional information on any potential leave payouts.

Appointed employees transferring to other Arkansas state agencies or higher education institutions should contact human resources so their leave balances can be transferred to the other agency or institution in lieu of being paid out.

Any special requests for email forwarding or redirects should be made to IT on the Services Portal.