

Employee Exit and Transfer Out Checklist

Employee Name: _____

Employee Tasks

Payroll

- Submit a resignation letter via email or in person to your supervisor with a copy to HR. For terminations, consult with HR.
- Cancel payroll deduction for 403(b) and/or 457(b) Retirement Savings Plan
- When you leave State service, you'll have access to HIP for 120 days post-termination to access your final pay statements with a temporary password via the HIP Offboarding Letter if requested. BEFORE you leave State service, you'll want to ensure you finish using all of the HIP features that are available, such as printing copies of your W-2 and last pay statements.

Benefits

- Turn in Faculty/Staff ID to HR or designee
- Notify National Benefit Services (NBS) Flexible Spending Account (FSA)
- Ensure leave records are accurate and pending requests have been approved and have used compensatory time balances.
- Vacation pay deferral program. Complete necessary forms if you choose to participate

Return of University Property

- Turn in purchasing card to supervisor
- Turn in keys (office, desk, cabinet, etc.) to supervisor
- Turn in parking permit to supervisor
- Turn in desktops and/or laptops with docking stations, tablets, cell phones, mobile hotspots, external storage (USB flash drives, external hard drives), etc., including equipment for remote work, and provide passwords, if applicable.

Digital Assets

- Notify supervisor where your working files reside (i.e. transfer data back to the department).
- Notify supervisor which UH licensed software accounts (e.g. Enterprise, DropBox, Zoom, etc.) need to be cancelled.
- Notify supervisor which third party accounts (e.g., Otter.ai, H5P, Canva) need to be transitioned back to the department.

Other

- Verify your address and phone number are current with your HR Rep. Complete UH Form 33 and 33A if update is needed.
- Take [Optional Personnel Exit Questionnaire](#)

- ❑ Review "[What You May Need to Know as You Leave University of Hawai'i Employment](#)"
- ❑ You will have a grace period of 6 months to temporarily continue to access basic [UH online services](#) (i.e., UH email), unless you are a retiree you will be allowed continued use with annual renewal.
- ❑ Transfer or delete electronic files (Google Drive/MS One Drive, local computer files)
- ❑ On your last day, set up out of office telephone and email messages indicating you are no longer employed with the University and who to contact in your place.

Completed by

Reviewed by