

# Employee Off boarding: Checklist for Employees

## First week of resignation

1. **I have submitted my resignation via APAC HR Operations & Payroll Portal**  
Any form of verbal or text message communication will not be considered as formal resignation and as intent of separation.
2. **I have communicated my intention to separate from the organization with my manager**  
It is recommended to first have a verbal discussion with your manager communicating your intent to resign, then send an email with the relevant dates and also submit your resignation on GSS
3. **My manager has acknowledged my resignation**
4. **I am clear about my notice period, last working and shortfall, if any**
5. **I have a view to my last working date on the portal**  
In case you and manager agree on a different last working date than the actual one as per policy; you must change the last working date on the portal accordingly. This must be done post discussion with the Manager.

## Third week of resignation

6. **I have discussed work requirements to be closed before my last working date**
7. **I have initiated transition calls/meeting**
8. **I have shared all necessary files/folders/references with relevant team members**

## Fourth week of resignation

9. **I have created/shared all workflow processes/steps required to complete the tasks necessary**
10. **I have cleared all E-mail, shared drive, share point, network drives**  
Please do the clean ups as per discussion with your Manager
11. **I have transferred all business critical information to appropriate files/folders**

## On the last working day

12. **I have completed knowledge transfer/training for my role**
13. **I have submitted exit clearance on the portal**  
Please update personal contact details, submit flexi salary claims, tax proof documents, etc.
14. **I have contacted HRdirect to discuss any pending exit clearance and full and final settlement procedure**
15. **I have enrolled in the 'The Network with Us' website to stay informed about UnitedHealth Group career-related news and information**

## Useful Tools/Templates:

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[APAC HR Operations & Payroll Portal](#)  
[The Network with Us](#)

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