**Roll-Off Check List**

Group Admin Assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Workspace \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Work Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: If you provide your forwarding address, ITS will forward mail for 30 days after your last day of work.*

1. **Complete the following activities: Follow up with your group administrative assistant.**

|  |  |  |
| --- | --- | --- |
| Completed | **Not Applicable** | Task |
| 🞏 | 🞏 | Copy and delete any personal files from your network directory and/or computer. |
| 🞏 | 🞏 | Return all University property on off-campus loan to you from ITS. (Confirm whether desktop support shows computer signed out.) |
| 🞏 | 🞏 | Remove/Change voice mail greeting. |
| 🞏 | 🞏 | Clean your cubicle. Wipe down your desk surfaces. All drawers and file cabinets should be empty. |
| 🞏 | 🞏 | Remove all food and beverages from office refrigerators. |
| 🞏 | 🞏 | If moving to another University unit, update your group memberships and MCommunity directory. |
| 🞏 | 🞏 | If leaving the University, return parking permit to Parking Services at Parking Customer Service, 523 South Division (734-764-8291). |
| 🞏 | 🞏 | Effort Certification: <https://backstage.its.umich.edu/policies/hr/effort-certification.php> |
| 🞏 | 🞏 | If applicable, Planview timesheets have been completed and approved by manager/supervisor. |
| 🞏 | 🞏 | MPathways Timesheets have been completed and approved / (Contractors) have been turned in. |

1. **Return the following items to your group administrative assistant:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed** | **Not Applicable** | Init Rec’d | Task |
| 🞏 | 🞏 |  | Return University owned cell phones, computers, or other property. |
| 🞏 | 🞏 |  | Return ITS-issued building keys, keycards, desk/filing cabinet keys. |
| 🞏 | 🞏 |  | Return MToken/or Secur ID cards, Pcards. |
| 🞏 | 🞏 |  | If leaving the University of Michigan, return UM ID Card. |

1. **Return completed form to your group administrative assistant by end of last work day. Please forward this check list to central HR.**