Checklist - offboarding

• Plan the process

- ✓ Social gathering – when?
- ✓ Gift?

• Clear office (employee)

• Hand in PC and other equipment belonging to UiB

• End / terminate miscellaneous accesses (Sebra, Office 365 account, etc.)

• Hand in ID-card and keys

• Reconcile the HR portal (working hours, holidays etc.)

• Create testimonial

• Conduct a final interview (other practical questions that needs to be clarified, as well as any other matters that the employee or employer wishes to discuss.)

• Various points if foreign employee

- ✓ Update the “HR-portal” to change contact information to new address abroad, possibly new / private email address.
- ✓ Ensure correct contact information, including official address (in relation to the distribution of the annual statement and tax notice).
- ✓ Update bank account number for final settlement of payment.
- ✓ Clarify withdrawal of holiday and payment of holiday allowance.
- ✓ Offer testimonial
- ✓ Offer the possibility of a final interview (other practical questions that needs to be clarified as well as any other matters that the employee or employer wishes to discuss).