

# Checklist relating to the practical aspects

- 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).