

University of Wisconsin-Eau Claire

SEPARATION CHECKLIST

Please review this checklist and take care of any obligations appropriate to you. Failure to return materials or equipment at this time may cause a delay of your final paycheck and W-2 form.

_____ **Facilities Planning & Management**, MCS 103, #36-3413.
All University keys must be returned.

_____ **University Bookstore**, Davies Center 114, #36-2172.
Any rental textbooks must be returned.

_____ **Library**, #36-3857
Any materials must be returned.

_____ **Library**, #36-3715 Study room keys must be returned.

_____ **Records and Registration**, Schofield 128, #36-3837.
All grades must be submitted. Arrangements must be made for handling incomplete grades.

_____ **Parking**, Schneider 106, #36-2002.
Parking permits must be returned.

_____ **Immediate Supervisor**
Return all departmental property (desk & file keys, AV equipment, etc)

_____ **Learning and Technology Services**, Old Library 1109, #36-3263 or #36-3813.
Microsoft CD's may need to be returned to your department.

If you are retiring and wish to retain your email account, contact Barb Bowers in Human Resources, 836-3871.

_____ **Human Resources**, Schofield 220, #36-3871.
Provide permanent forwarding address to assure receipt of final check and W-2 forms. Complete final leave information form using Generic Leave Report at <http://www.uwec.edu/hr/forms/UncLeaveReport2006-07.pdf>.

_____ **University Centers**, Blugold Card Office, Davies Center 159B, 36-4070. Return your University ID.
(ID may also be returned to Human Resources.)
If you are retiring you may keep your University ID.

_____ **Purchasing**, Schofield 101, #36-5171.
Return Elan Purchasing Card, if issued in your name.
Return cell phone equipment and accessories (if issued).
Return Corporate Travel Mastercard and Telephone card (if issued).

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