SEPARATION CHECKLIST
Please complete this checklist prior to your last day in your current department.

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

☐ **Facilities Planning & Management**, Maintenance and Central Stores 103, #36-4450
   - All University keys must be returned **IN PERSON** on or before your last day on campus unless you have an extension authorized by the appropriate Building Coordinator. **DO NOT turn over your keys to the person assuming your position, the Department Chair, or any other employee.**
   - Submitting a Lost Key report is required for all lost keys.

☐ **University Bookstore**, Davies Center, #36-2171 Any rental textbooks must be returned.

☐ **Library**, #36-3856 Any materials and study room keys must be returned.

☐ **Records and Registration**, Blugold Central, OL 1108, #36-3837
   - All grades must be submitted.
   - Arrangements must be made for handling incomplete grades.
   - Your Camp’s Faculty Center access will remain available for 30 days after your separation date.

☐ **Parking**, Blugold Central, OL 1108, #36-2002 Parking permits must be returned.

☐ **Learning and Technology Services**
   - **DUO Fob** – Return to the Help Desk located in VLL1106
   - **Computers/Laptops/Tablets** - Contact the Help Desk at 836-5711 to have a ticket created for wiping/reimage of the computer on or before your last day. (Items not returned could be processed as stolen if this procedure is not followed. **DO NOT turn it over to the person assuming your position, the Department Chair, or any other employee**)
   - **Email** – Add an out of office on your email stating that you have left the University. If you are retiring and wish to retain your email account, complete this form Request for Email Continuation or contact Human Resources, S230.

☐ **University Centers**, Blugold Card Office, Davies Center, #36-4070 Return your University ID. If you are retiring, you may keep your University ID.

☐ **ASK Center**, Schofield 230

☐ **Human Resources**, Schofield 230, #36-2513.
   - To ensure receipt of final paycheck and W-2 forms, log on to My UW System **prior to your termination** to verify your current address or update it if you will be moving. If you no longer have access to My UW System, contact Human Resources to update your address information.
   - Submit all missing leave reports within 90 days of termination or retirement using the Generic Leave Report at http://uwservice.wisc.edu/docs/forms/am-unclassified-leave-report.pdf

☐ **Email Human Resources**
   - Email humanresources@uwec.edu if you approve timesheets/absence events so we can assign new approvers for these employees.

☐ **Complete Exit Survey**: 2021 Employee Exit or copy and paste in your browser https://uweauclaire.qualtrics.com/jfe/form/SV_4VMzgwDJmJXMq45

☐ **Purchasing**, #36-5171 or email purchasing@uwec.edu
   - Return Corporate Travel Card and Purchasing Card, if issued in your name.
   - Complete and submit all P- and PT-card logs with outstanding receipts to Department for log completion.
   - Return cell phone equipment and accessories (if issued).

☐ **Shop@UW**, #36-3131 or email askcenter@uwec.edu
   - Complete all Shop@UW logs
   - Close out Shop@UWMD account

☐ **BP Logix** (if applicable): If you have access to BP Logix, please be sure to complete all forms or move them to a designated person prior to separation to prevent the delay in workflow processing.

☐ **Firstsource + Travel**, #36-3131 or email askcenter@uwec.edu All expense reimbursements must be fully approved before your last day on campus.

☐ **Risk Management & Safety**, #36-3999 or email hunterd@uwec.edu Schedule a time for RM&S to walk through all workspaces and/or instructional spaces with employee to identify any environmental safety issues.

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