

University of Wisconsin-Eau Claire

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 CampS 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**
 - **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: A member of HR will reach out to you to conduct an Exit interview.** In addition, you may complete the [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.