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](mailto:humanresources@uwec.edu), 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](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 oremail 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 allShop@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.