**Separation Checklist**

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| **EMPLOYEE INFORMATION** |
| Name: |  | Resignation/Retirement Date:  |  |
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| **NOTIFICATION** |
|[ ]  Signed [Separation Notice](http://www.uwgb.edu/UWGBCMS/media/hr/forms/SeparationForm.docx?ext=.docx) or [Resignation Letter](http://www.uwgb.edu/UWGBCMS/media/hr/forms/ResignationRetirementLetterTemplate.docx?ext=.docx) sent to HR  |
|[ ]  Final time sheet/leave usage submitted |
|[ ]  Exit meeting with Supervisor completed[ ]  Exit meeting with other (optional) |
| **IF EMPLOYEE IS A SUPERVISOR** |
|[ ]  Employee files given to supervisor |
|[ ]  Performance evaluations or notes completed for direct reports who haven’t had an evaluation in the last six months |
| **END ACCESS AND TRANSFER FILES** |
|[ ]  Set up voicemail with an out of office message. |
|[ ]  E-mail & network access: See the [IT policy](https://uknowit.uwgb.edu/page.php?id=24522) that indicates when network/e-mail access will end based on the employee’s classification.  |
|[ ]  Transfer Qualtrics Surveys to supervisor or another applicable employee. |
|[ ]  Social media administration/passwords: If you manage a UWGB social media presence, please make another employee an administrator and handoff passwords to the appropriate contact in your department. Contact: Jena Richter Landers richterj@uwgb.edu or (920) 465-2956 |
|[ ]  Identify accounts from third party sites that are work-related, and turn over login information to supervisor |
|[ ]  Move personal website/blogs that are hosted on University webservers to other sites. Notify Web Development at webdev@uwgb.edu so that sites can be removed from the University site. |
|[ ]  Automatic email replies: Set up an out of office outlook automatic reply directing those who contact you to another employee’s email address and phone number |
| [ ]  | GB alert: Remove your GB alert by logging in at<http://www.uwgb.edu/publicsafety/GBAlert/index.html> |
| **FACULTY** |
|[ ]  Grades submitted to Registrar |
|[ ]  Student work/assignments returned |
|[ ]  Grants equipment transferred |
|[ ]  Transfer possession or properly dispose of all chemicals, biologicals, and equipment |
|[ ]  Final technical reports submitted |
|[ ]  Any exams given within the past six months submitted to Supervisor |
|[ ]  All student incomplete files submitted to Supervisor |
| **PROPERTY DISPOSITION** |
| **Item** | **Return To:** |
|[ ]  Keys | Give to University Police, publicsafety@uwgb.edu  |
|[ ]  University ID card | University Ticketing and Information, UU 203, universityid@uwgb.edu  |
|[ ]  Cell phone | Purchasing, CL 730, purchasing@uwgb.edu  |
|[ ]  Pager/calling card/media services equipment | GBIT, IS 1150, gbit@uwgb.edu |
|[ ]  Flash drives/USB’s/electronic files/computer disks | Supervisor |
|[ ]  iPad/iPod/laptop/camera, etc. rented from IT or purchased with department or grant funds | Supervisor or IT (iOS devices must have their activation lock/Apple ID Account removed by the employee prior to turning it in or they will be charged the full replacement price of the device. Instructions may be found [here](https://uknowit.uwgb.edu/page.php?id=75550))  |
|[ ]  Manuals/departmental books/files | Supervisor |
|[ ]  Library property | Library Circulation Desk, Third Floor, circdept@uwgb.edu  |
|[ ]  Artwork | Curator of Art, (920) 465-2916, TH 272 |
|[ ]  Uniform(s) | Supervisor |
|[ ]  Office equipment (list): |       |
|[ ]  Purchasing card | Purchasing, CL 730, purchasing@uwgb.edu |
|[ ]  Sales and use tax exemption card | Controller’s Office, CL 730, controller@uwgb.edu  |
|[ ]  Corporate travel card | Purchasing, CL 730, purchasing@uwgb.edu |
|[ ]  Expense report(s) | Purchasing, CL 730, purchasing@uwgb.edu |
|[ ]  FOB (if applicable) | If issued, return to IT, IS 1150, gbit@uwgb.edu  |
|  [ ]  | Fines | Student Billing, SS 1300, studentbilling@uwgb.edu  |