**Separation Checklist**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE INFORMATION** | | | | | | | |
| Name: | |  | Resignation/Retirement Date: | |  | | |
| Title: | |  | Supervisor: | |  | | |
|  | | | | | | | |
| **NOTIFICATION** | | | | | | | |
|  | [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 (cc: Area Leader, Dean/Division Head) | | | | | | |
|  | Notice of committee appointments vacated: (email: [sofas@uwgb.edu](mailto:sofas@uwgb.edu)) | | | | | | |
|  | Final time sheet/leave usage submitted | | | | | | |
|  | Review emails from HR with separation information | | | | | | |
| **IF EMPLOYEE IS A SUPERVISOR** | | | | | | | |
|  | Employee files given to new/acting supervisor | | | | | | |
|  | Performance evaluations or notes completed for direct reports who haven’t had an evaluation in the last six months | | | | | | |
|  | Notify HR of new Supervisor and Time Approvers for employees | | | | | | |
| **END ACCESS AND TRANSFER FILES** | | | | | | | |
|  | Copier code: (Department member responsible for copier) | | | | | | |
|  | Deactivate telephone line/voicemail: ((920) 465-2309) or 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. (*Supervisor* - If employee is transferring to a different department, contact the Help Desk ([gbit@uwgb.edu](mailto:gbit@uwgb.edu)) or (920) 465-2309 regarding changes to departmental drive access, etc.) | | | | | | |
|  | Transfer Qualtrics Surveys to supervisor or other 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](mailto: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](mailto: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 | | | | | | |
| **EXIT MEETING** | | | | | | | |
|  | Exit meeting with Supervisor completed Exit meeting with other (optional) | | | | | | |
| **PROPERTY DISPOSITION** | | | | | | | |
| **Item** | | | | **Return To:** | | | |
|  | Keys | | | Give to University Police, [publicsafety@uwgb.edu](mailto:publicsafety@uwgb.edu) | | | |
|  | University ID card | | | University Ticketing and Information, UU 203, [universityid@uwgb.edu](mailto:universityid@uwgb.edu) | | | |
|  | Cell phone | | | Purchasing, CL 730, [purchasing@uwgb.edu](mailto:purchasing@uwgb.edu) | | | |
|  | Pager/calling card/media services equipment | | | GBIT, IS 1150, [gbit@uwgb.edu](mailto: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](mailto: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](mailto:purchasing@uwgb.edu) | | | |
|  | Sales and use tax exemption card | | | Controller’s Office, CL 730, [controller@uwgb.edu](mailto:controller@uwgb.edu) | | | |
|  | Corporate travel card | | | Purchasing, CL 730, [purchasing@uwgb.edu](mailto:purchasing@uwgb.edu) | | | |
|  | Expense report(s) | | | Purchasing, CL 730, [purchasing@uwgb.edu](mailto:purchasing@uwgb.edu) | | | |
|  | FOB (if applicable) | | | If issued, return to IT, IS 1150, [gbit@uwgb.edu](mailto:gbit@uwgb.edu) | | | |
|  | Fines | | | Student Billing, SS 1300, [studentbilling@uwgb.edu](mailto:studentbilling@uwgb.edu) | | | |
| **INFORMATION TECHNOLOGY FOLLOW-UP (FOR SUPERVISOR OF DEPARTING EMPLOYEE) – contact IT Help Desk at** [**gbit@uwgb.edu**](mailto:gbit@uwgb.edu) **or 920-465-2309 for support if needed related to these items** | | | | | | | |
|  | Review e-mail account and forward important e-mails to another account. Set out of office reply if needed. | | | | | | |
|  | Review M: drive and move important files to another location | | | | | | |
|  | Scan departing employee’s computer for local files and move important files to another location. Contact IT Help Desk at [gbit@uwgb.edu](mailto:gbit@uwgb.edu) or (920) 465-2309 to pull and wipe machine and phone. | | | | | | |
|  | Review OneDrive for Business or other Office 365 areas and move files | | | | | | |
|  | | | | | |  |  |
| *Employee Signature* | | | | | |  | *Date* |
|  | | | | | |  |  |
| *Supervisor Signature* | | | | | |  | *Date* |

**Return completed checklist to Human Resources no later**

**than one week after the employee’s last working day.**