**Separation Checklist**

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| **EMPLOYEE INFORMATION** |
| Name: |  | Resignation/Retirement Date:  |  |
| Title: |  | Supervisor:  |  |
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| **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) |
|[ ]  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) 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 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 |
| **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  |
|[ ]  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  |
| **INFORMATION TECHNOLOGY FOLLOW-UP (FOR SUPERVISOR OF DEPARTING EMPLOYEE) – contact IT Help Desk at** **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 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.**